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PDREP TRAINING

PQDR for Originators

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Objectives

- Access PDREP to Create New PQDRs
- Create User Profile, Distribution and POC Lists
- Navigate Throughout the PQDR Module
- PQDR Process from Discovery through Investigation and Closure

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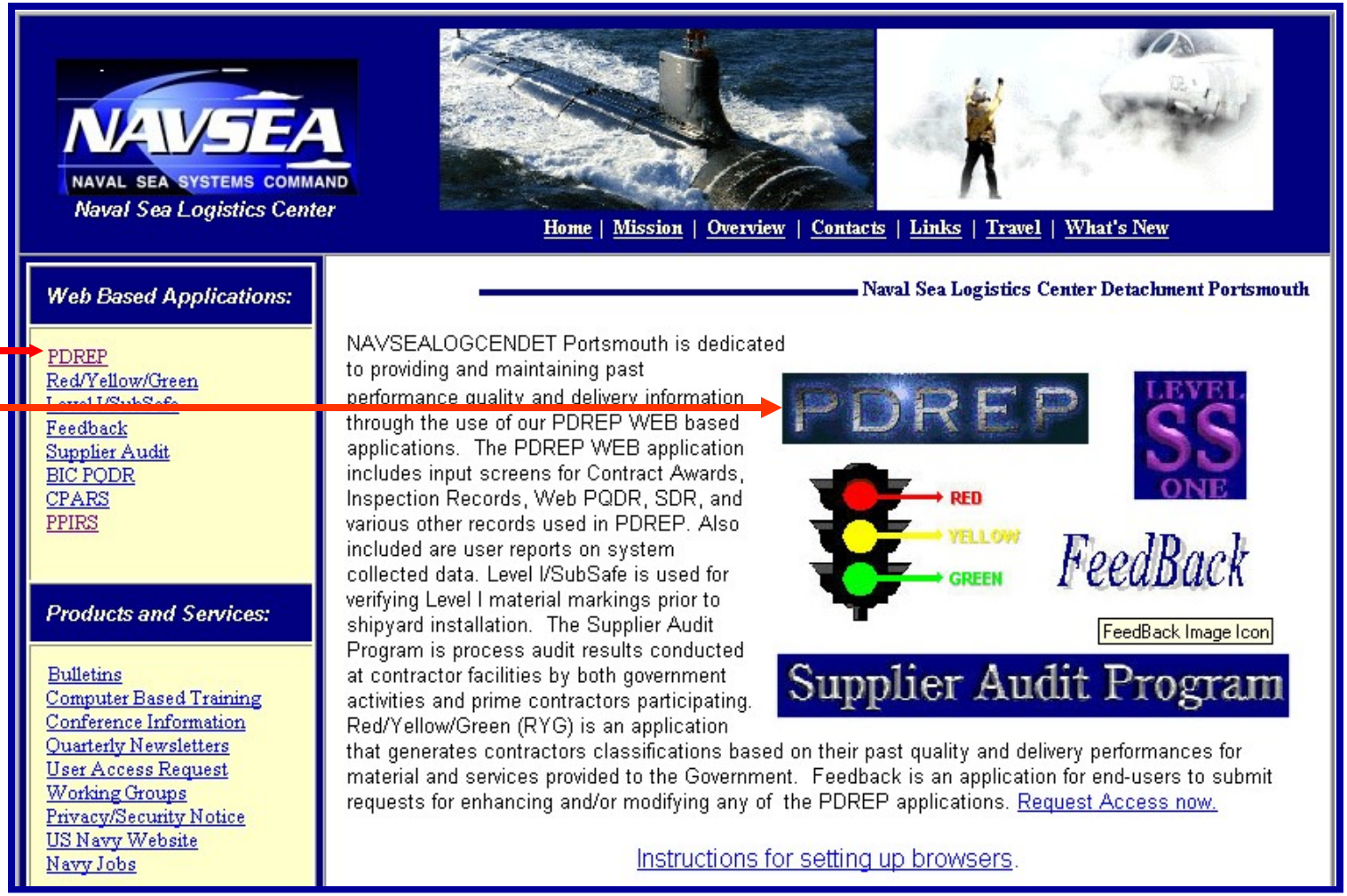
Accessing PDREP

www.nslcptsmh.navsea.navy.mil

Click PDREP



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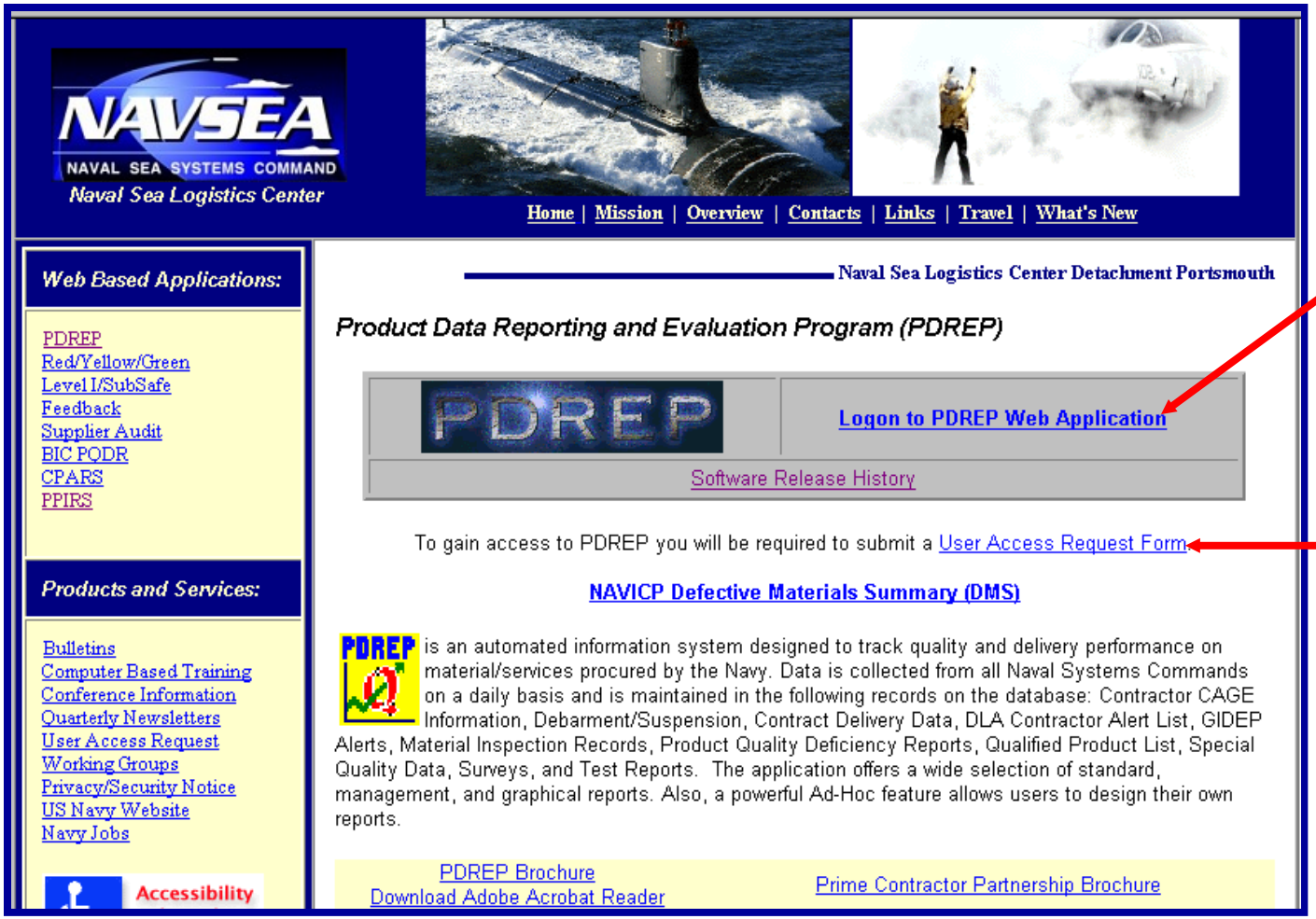
PDREP Home Page



Click Logon

User Access Request Form

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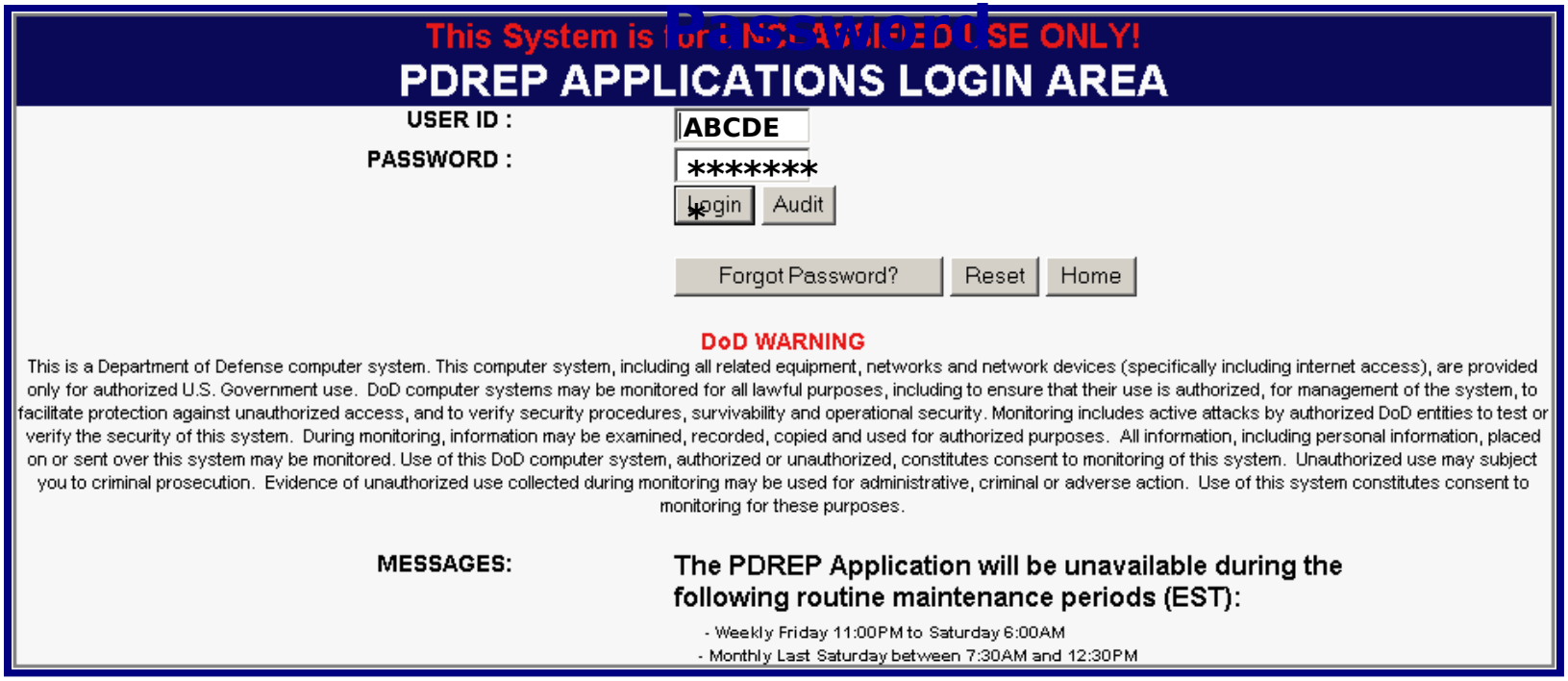
Logging In

Enter User ID and Password



Password - 8 to 15 Characters Alphanumeric

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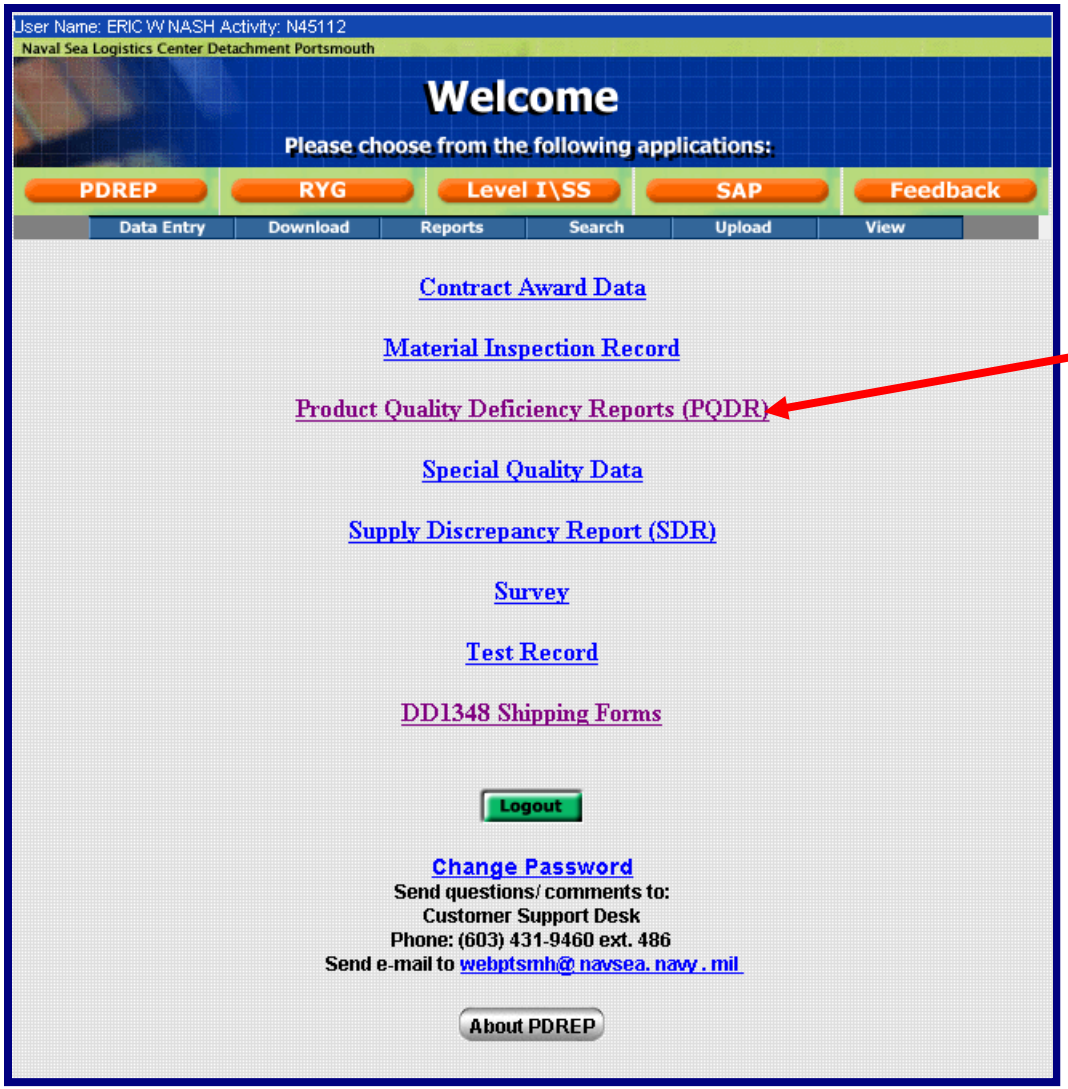
Welcome Screen



- Click PQDR

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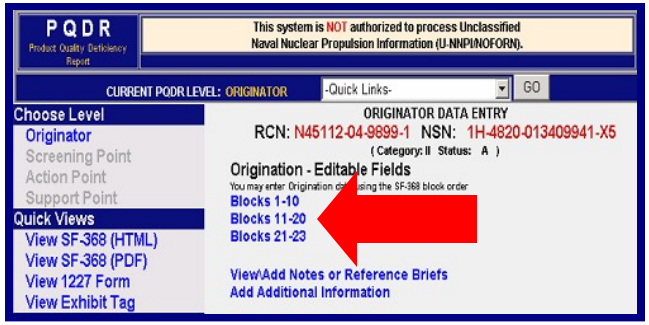
Screen Conventions

- Use "**Back**" Button on PQDR Screens, Not Your Browser's "**Back**" Button

- "**Print**" Button Prints Contents of Screens Where It Appears



- Links Appear in **Blue**

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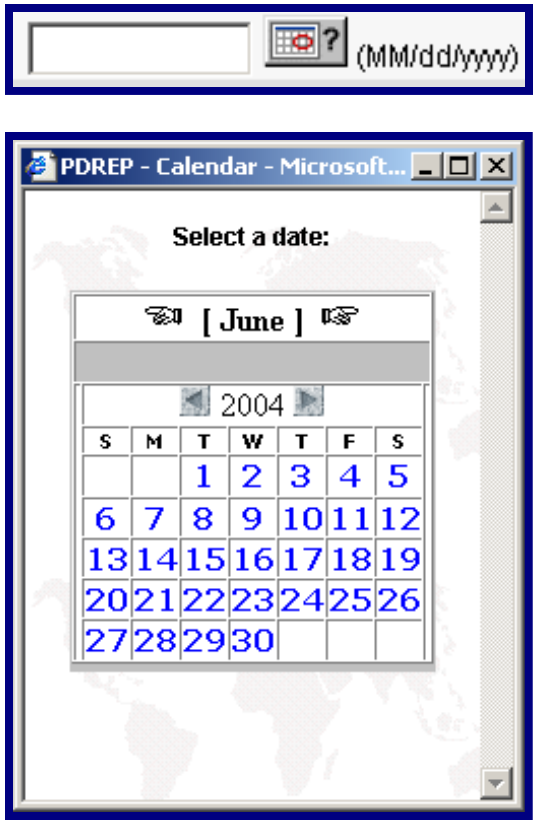
Screen Conventions



- **Date Fields Have Calendar Buttons**
- **Enter Date Manually or Click Calendar Button to Select Date**

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PQDR Navigation

PQDR HOME PAGE

Choose a PQDR Link	
Create New PQDR	Create a new PQDR record. The user must supply an RCN number
Search for Existing PQDR	Search for a specific record by RCN or Requisition number. If the PQDR is found the system will automatically retrieve the record for viewing\editing. You may also enter partial numbers and then choose from a list of similar RCN numbers.
WORKLIST (Select RCN From List)	View all of the PQDRs that currently require attention for a given user and\or DoDAAC. You may select any PQDR from this list for viewing\editing
Clone PQDR	Create a new PQDR that includes data from an existing PQDR.
Choose a Search Link	
Advanced Search	Locate PQDRs that are no longer on your worklist. Search PQDRs based on Level, Activity, Year, User ID, NIIN, Status, or Control Number.
CDCS Search	Search CDCS records based on Year, Doc Type, Cause Code, NIIN, CAGE, Contract Number, Action Office, CDCS number.
DCMA Search	Search PQDRs based on Year, Fiscal Quarter, Region, Activity.
DFAS Search	Same as Advanced Search but with DFAS data in the result set.
End Item Search	Search PQDRs based on End Item NIIN, Next Higher Assy NIIN, TAM, Type\Model\Series.
MIR PQDR Search	Search MIR records based on Year, MIR Attribute, NIIN, CAGE, SMIC, Contract Number, DoDAAC, JOB Order, Project.
NIIN\Contract Search	Search PQDRs based on NSN related criteria.

Home

- **Functions:**
  - **Create, Search and Manage PQDRs**
  - **View Worklists**
  - **Search Tools**

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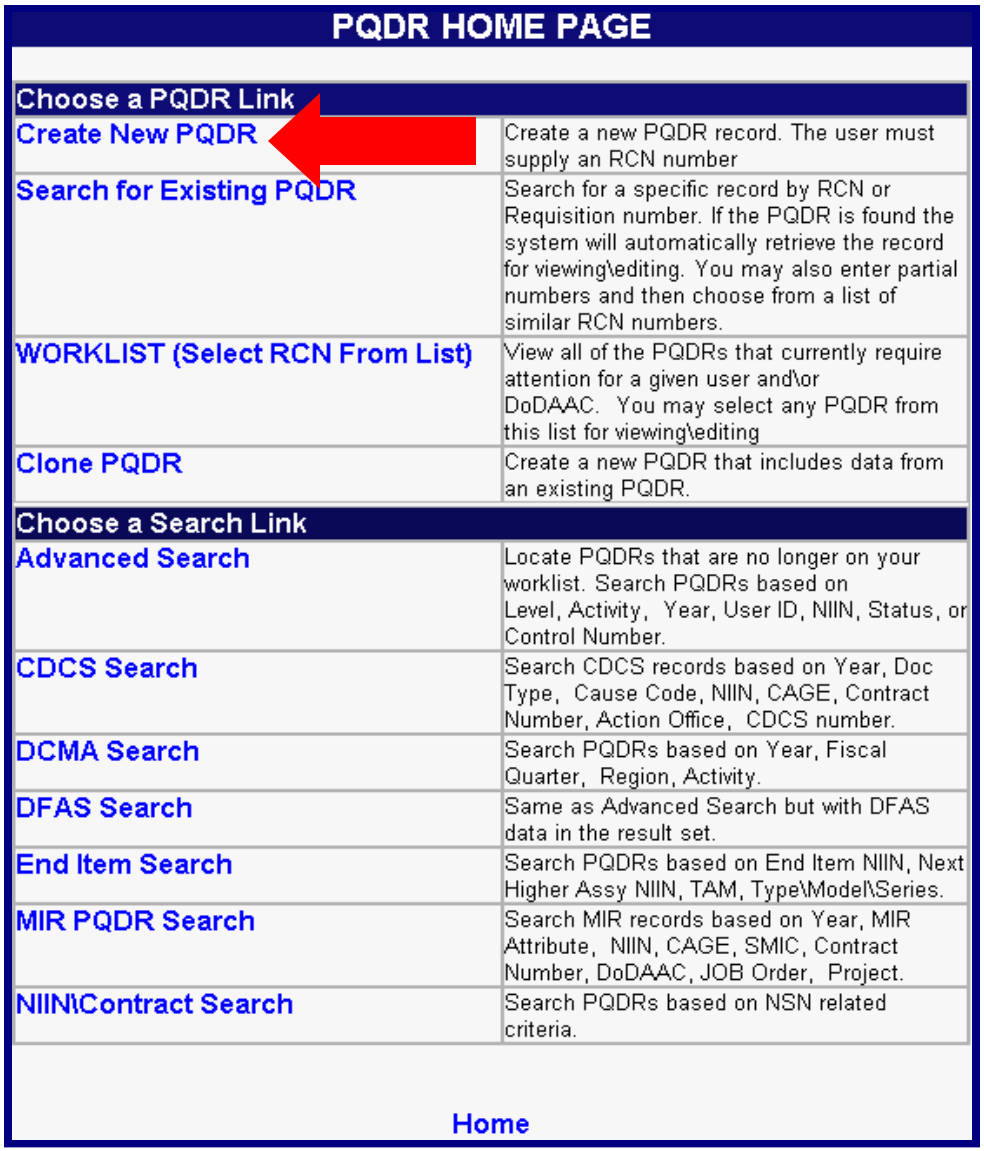
Create New PQDR



To Create A New PQDR

- **Click “Create New PQDR”**

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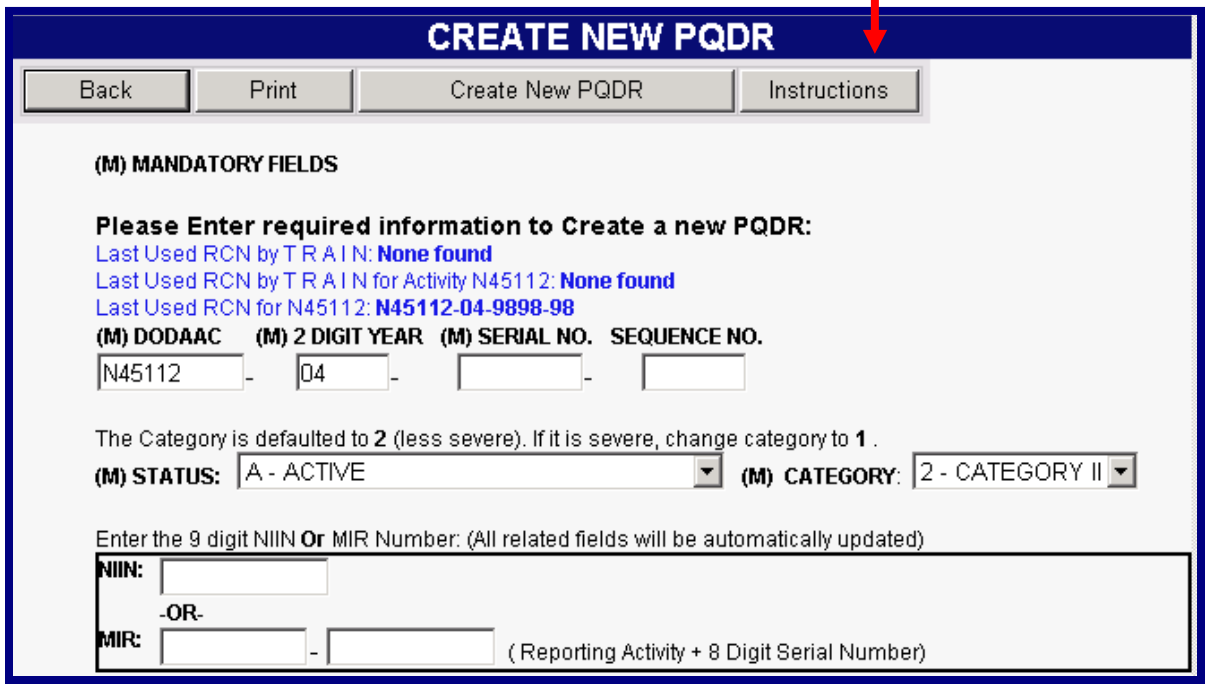
Creating a New PQDR

- **Instructions - Show or Hide Specific Instructions**
- **Mandatory Fields are Marked with (M)**



- **Enter RCN**
  - **DODAAC, Year, Serial Number, Sequence Number**

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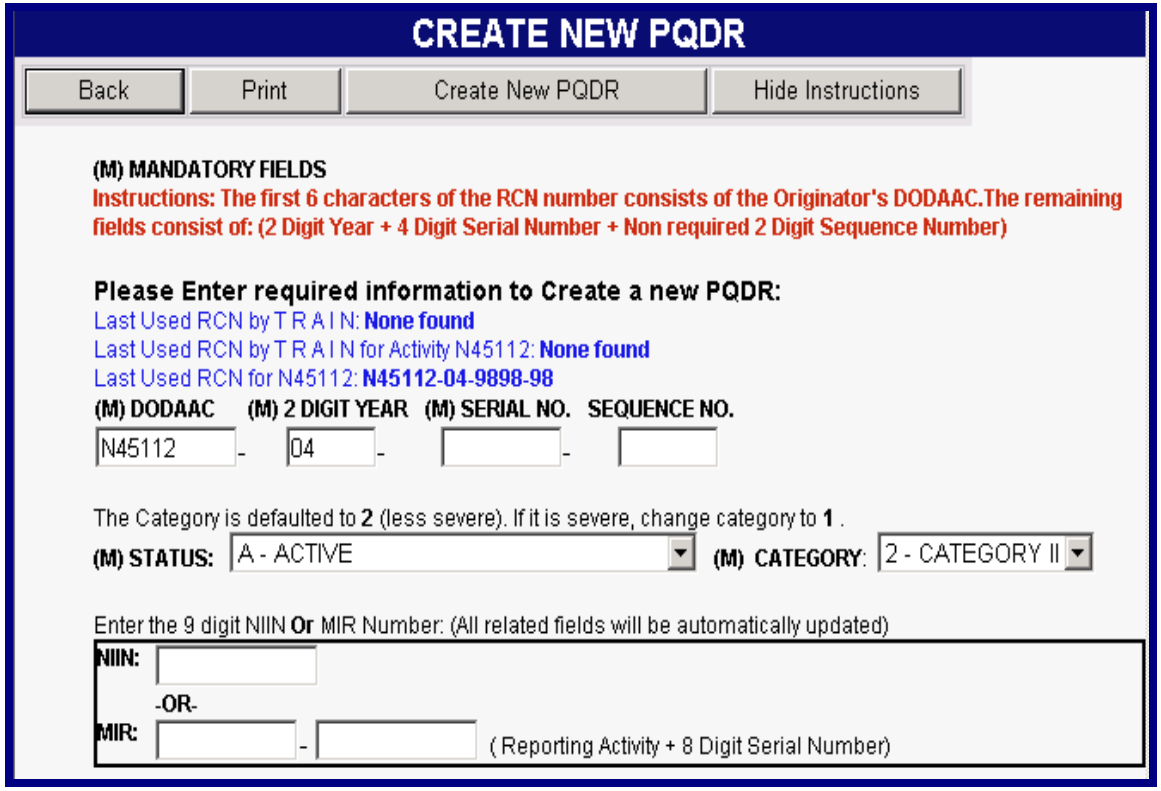
Creating a New PQDR



- **Select Status**
- **Select a Category**

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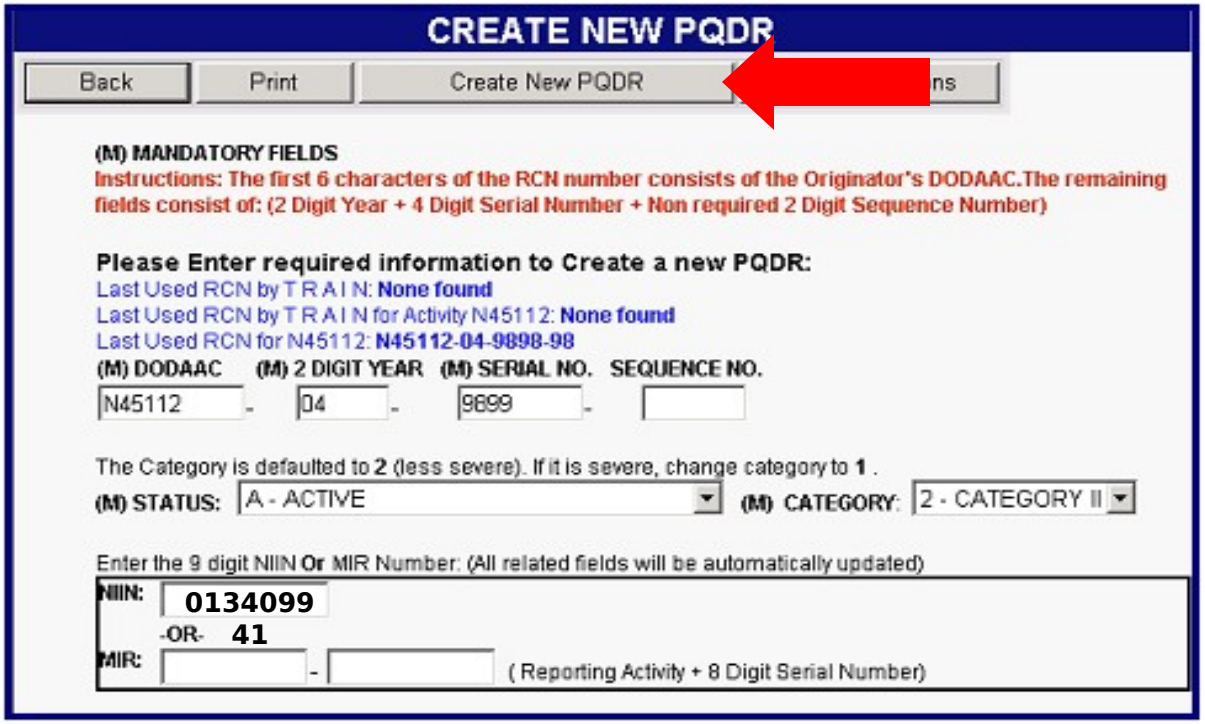
Creating a New PQDR



- **Enter NIIN – if Known**
- **Enter MIR Number**
  - **If Deficiency Discovered During Inspection**
- **Click “Create New PQDR”**

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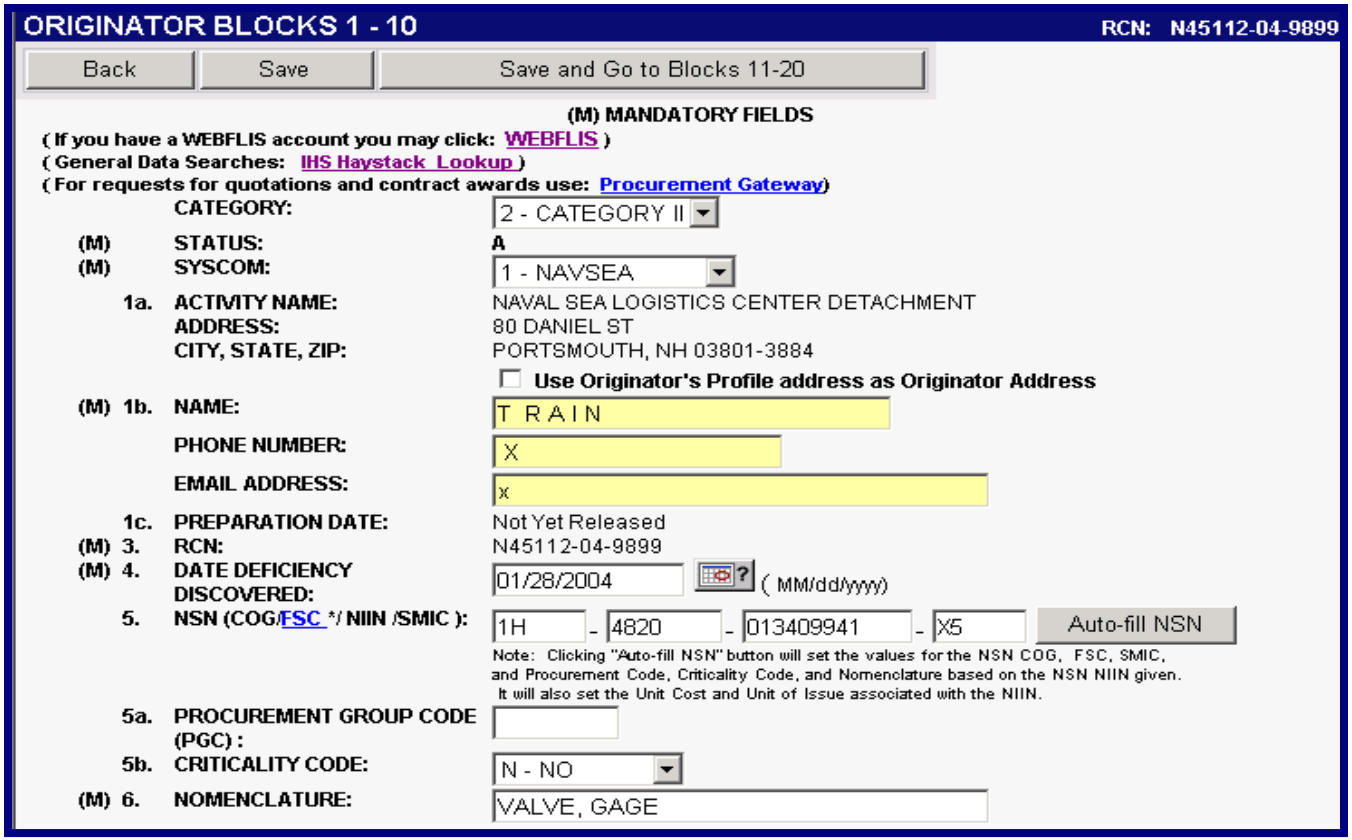
New PQDR Blocks 1-6


ORIGINATOR BLOCKS 1 - 10 RCN: N45112-04-9899

Back | Save | Save and Go to Blocks 11-20

(M) MANDATORY FIELDS

(If you have a WEBFLIS account you may click: WEBFLIS)
(General Data Searches: IHS Haystack Lookup)
(For requests for quotations and contract awards use: Procurement Gateway)

CATEGORY: 2 - CATEGORY II
(M) STATUS: A
(M) SYSCOM: 1 - NAVSEA
1a. ACTIVITY NAME: NAVAL SEA LOGISTICS CENTER DETACHMENT
ADDRESS: 80 DANIEL ST
CITY, STATE, ZIP: PORTSMOUTH, NH 03801-3884
Use Originator's Profile address as Originator Address
(M) 1b. NAME: T R A I N
PHONE NUMBER: X
EMAIL ADDRESS: x
1c. PREPARATION DATE: Not Yet Released
(M) 3. RCN: N45112-04-9899
(M) 4. DATE DEFICIENCY DISCOVERED: 01/28/2004 (MM/dd/yyyy)
5. NSN (COG/FSC */ NIIN /SMIC): 1H - 4820 - 013409941 - X5 Auto-fill NSN
Note: Clicking "Auto-fill NSN" button will set the values for the NSN COG, FSC, SMIC, and Procurement Code, Criticality Code, and Nomenclature based on the NSN NIIN given. It will also set the Unit Cost and Unit of Issue associated with the NIIN.
5a. PROCUREMENT GROUP CODE (PGC) :
5b. CRITICALITY CODE: N - NO
(M) 6. NOMENCLATURE: VALVE, GAGE

Most Information Auto-filled from Previous Screen

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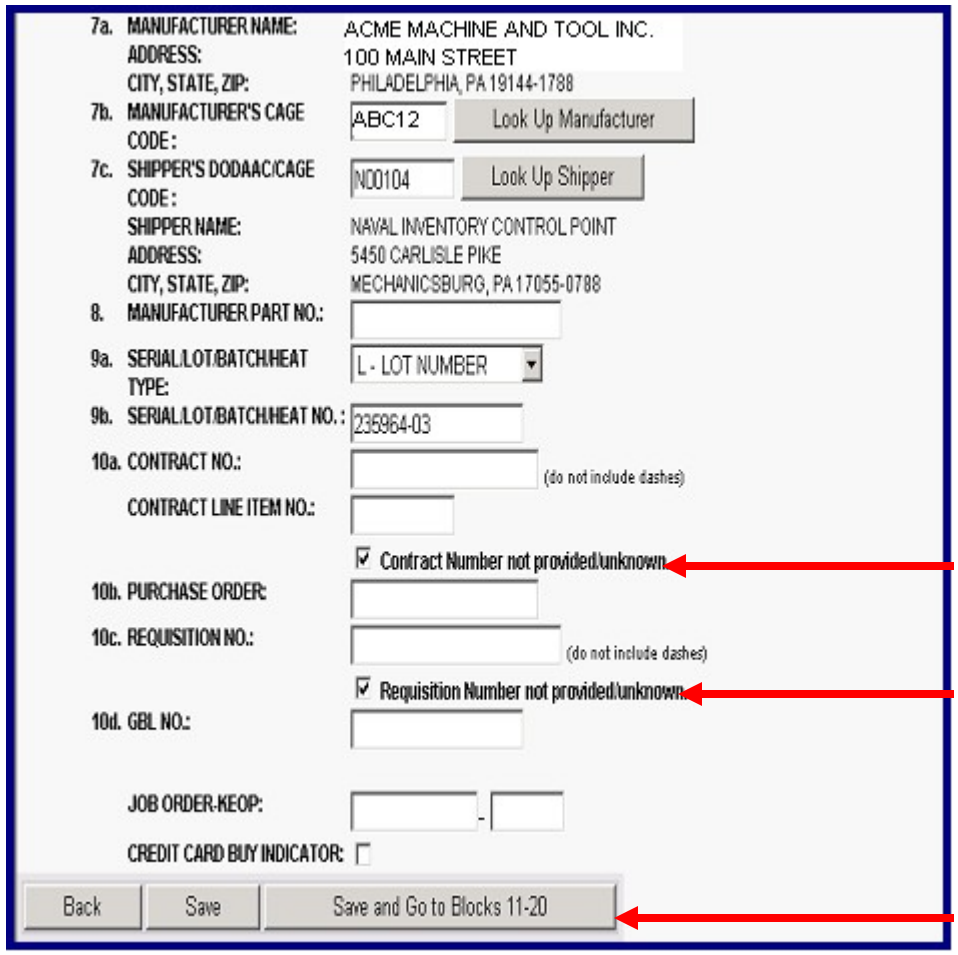
New PQDR Blocks 7-10



Enter Optional Information for Deficient Item

- **Check "Not Provided/Unknown" for Contract and Requisition Numbers if Not Available**
- **Click "Save and Go to Blocks 11-20"**

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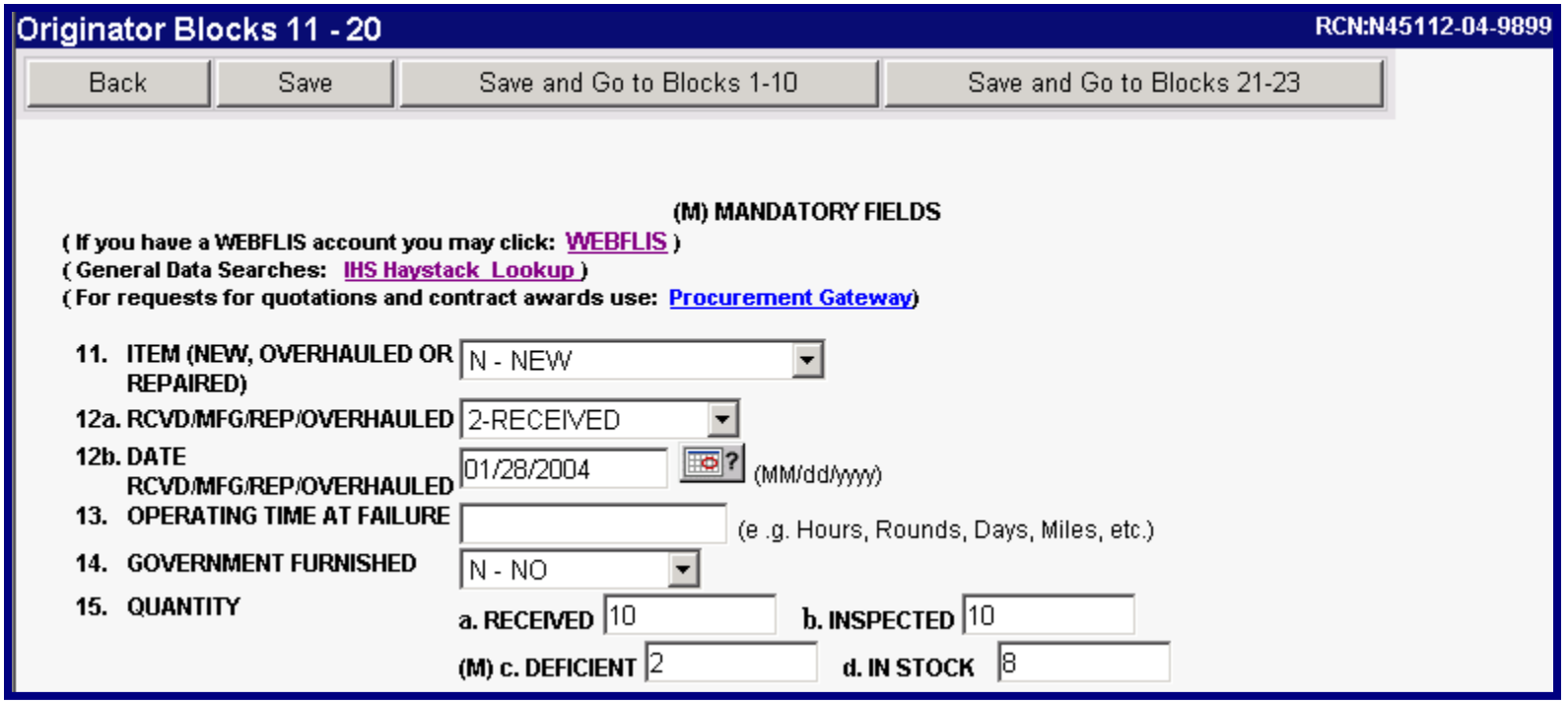
New PQDR Blocks 11-15



Enter Item Information

- New, Overhauled, etc.
- Quantities

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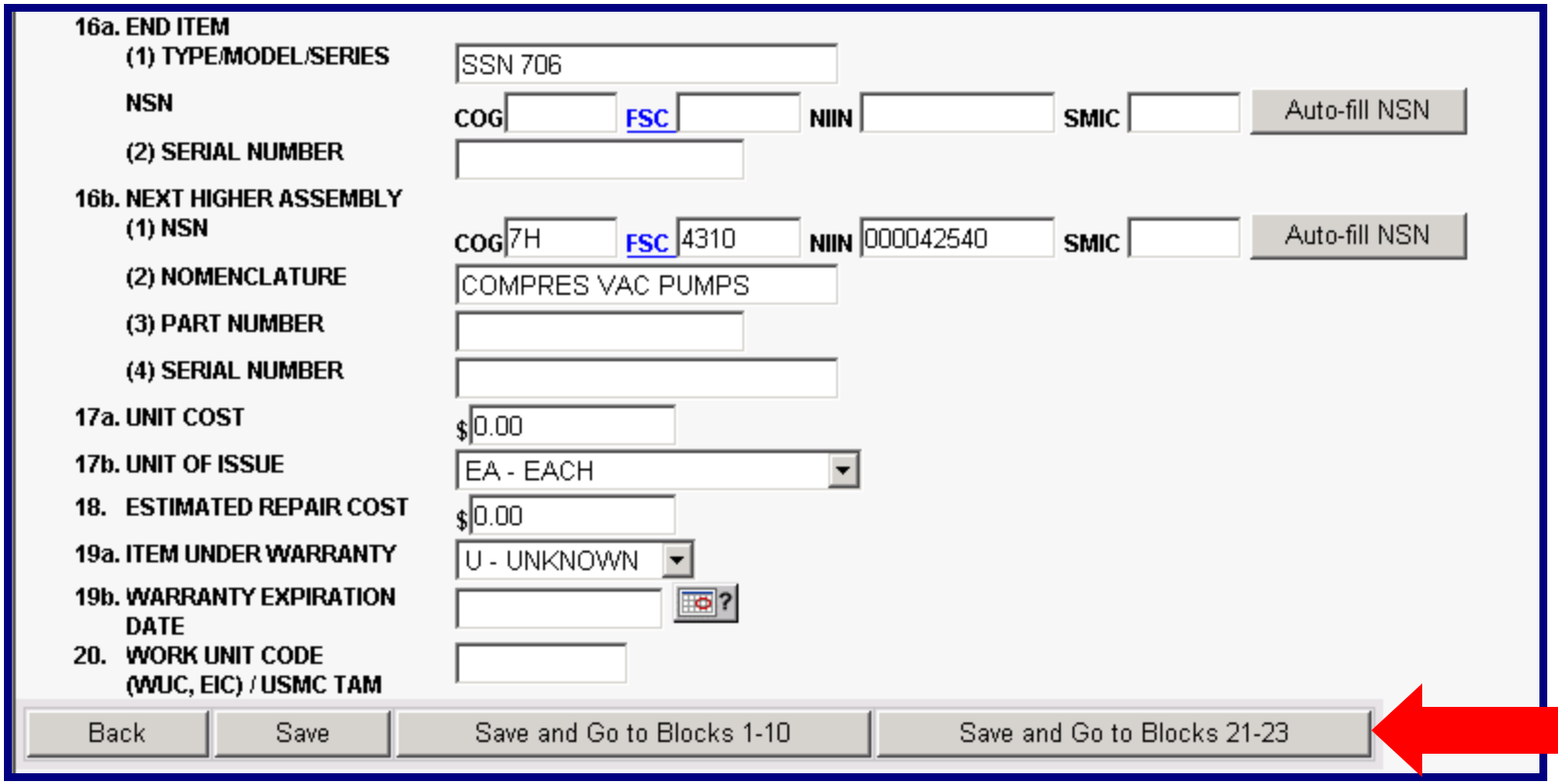
New PQDR Blocks 16-20



Enter Information About Higher-Level Assemblies That Use Deficient Item

- Enter Cost and Warranty Information
- Click “Save and Go to Blocks 21-23”

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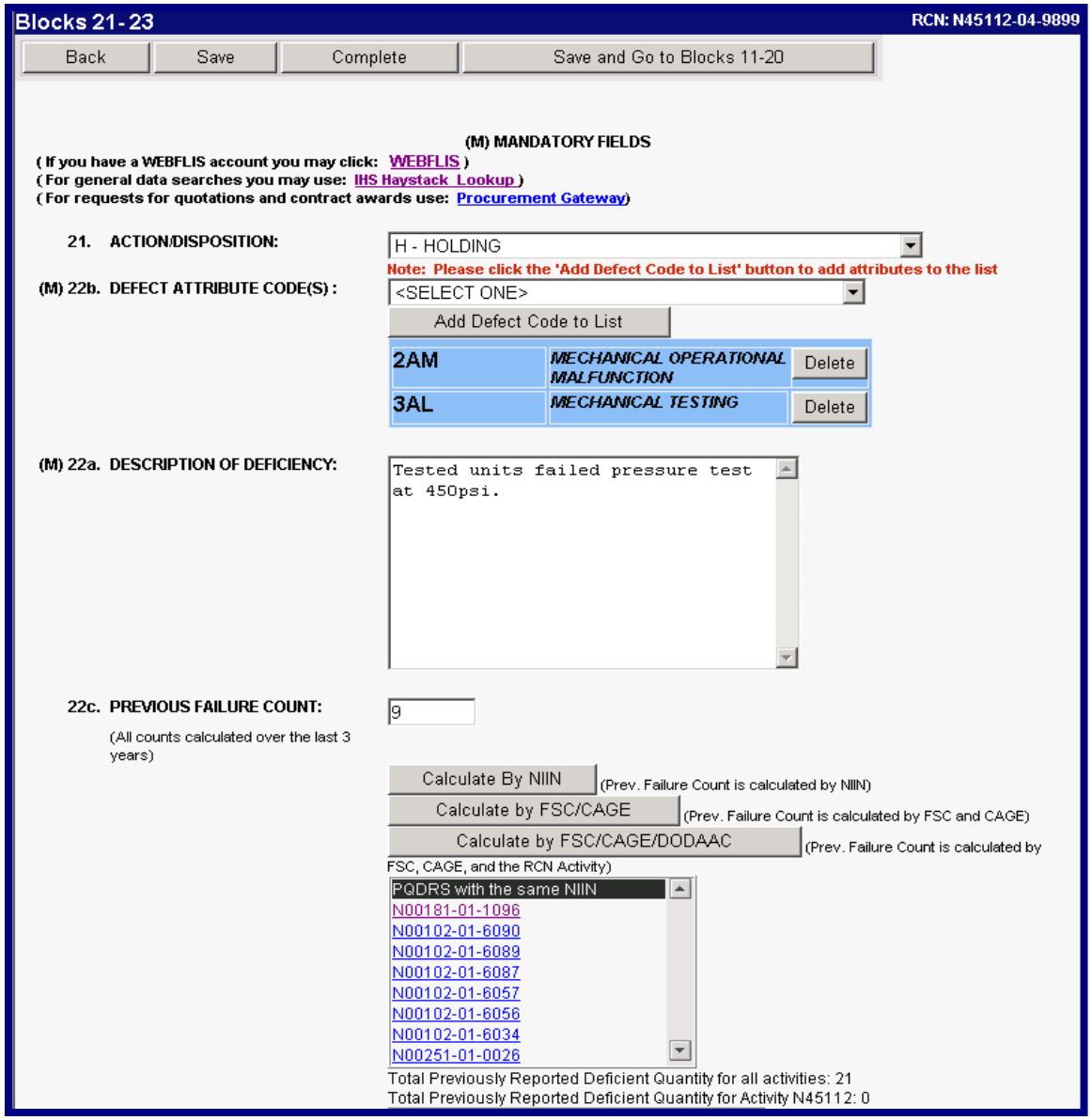
New PQDR Blocks 21-22c



Enter Disposition and Defect Information

- **PDREP Calculates Counts of Previous Failures**

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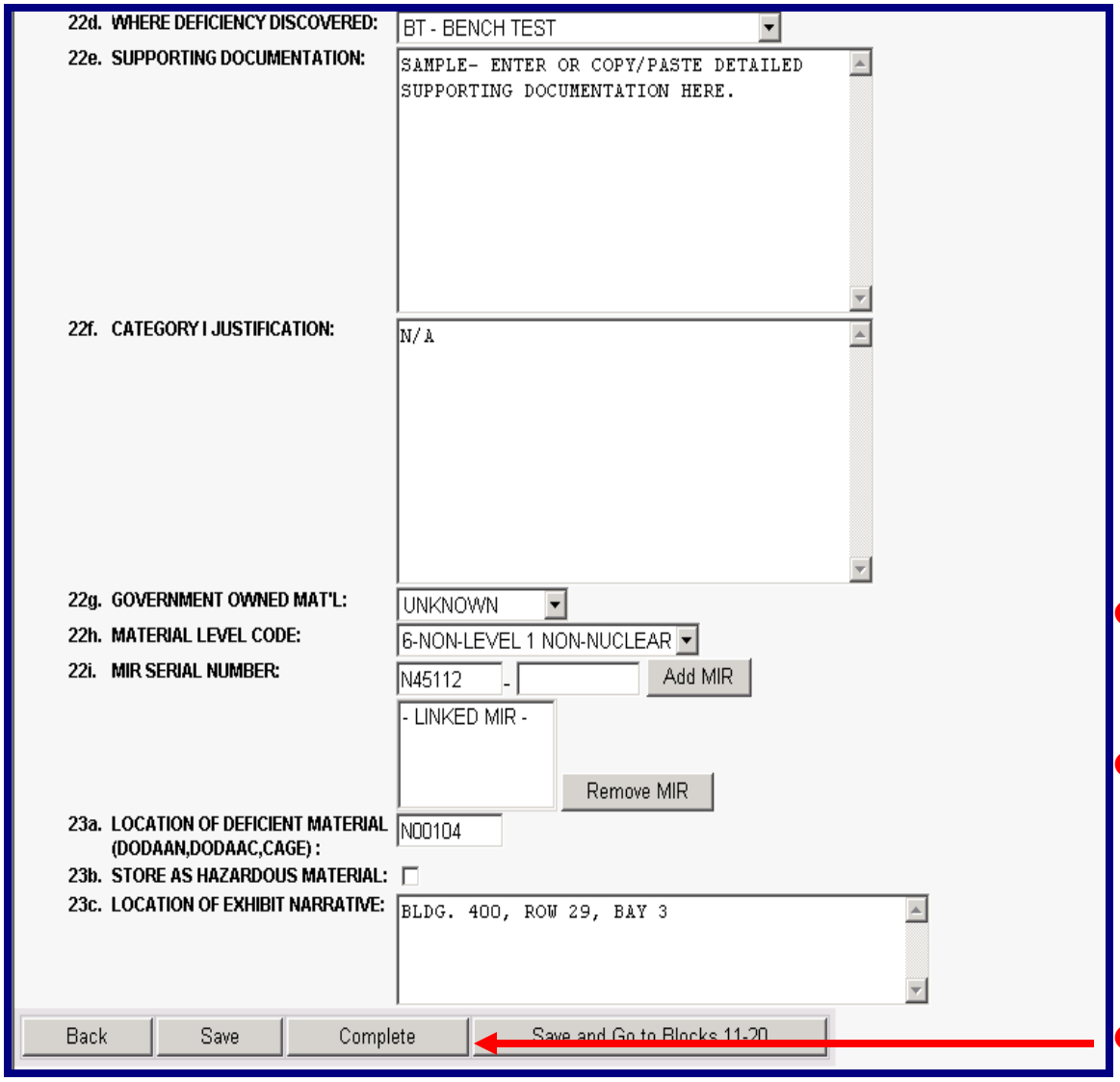
New PQDR Blocks 22d-23



Enter Additional Information About Deficiency

- **Manage Linked MIRs**
- **Enter Storage and Location Information**
- **Click “Complete”**

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PQDR Base Page

- Clicking "Complete" Returns to PQDR Base Page
- Header Shows:
  - Current PQDR Level
  - RCN
  - NSN
  - Category and Status

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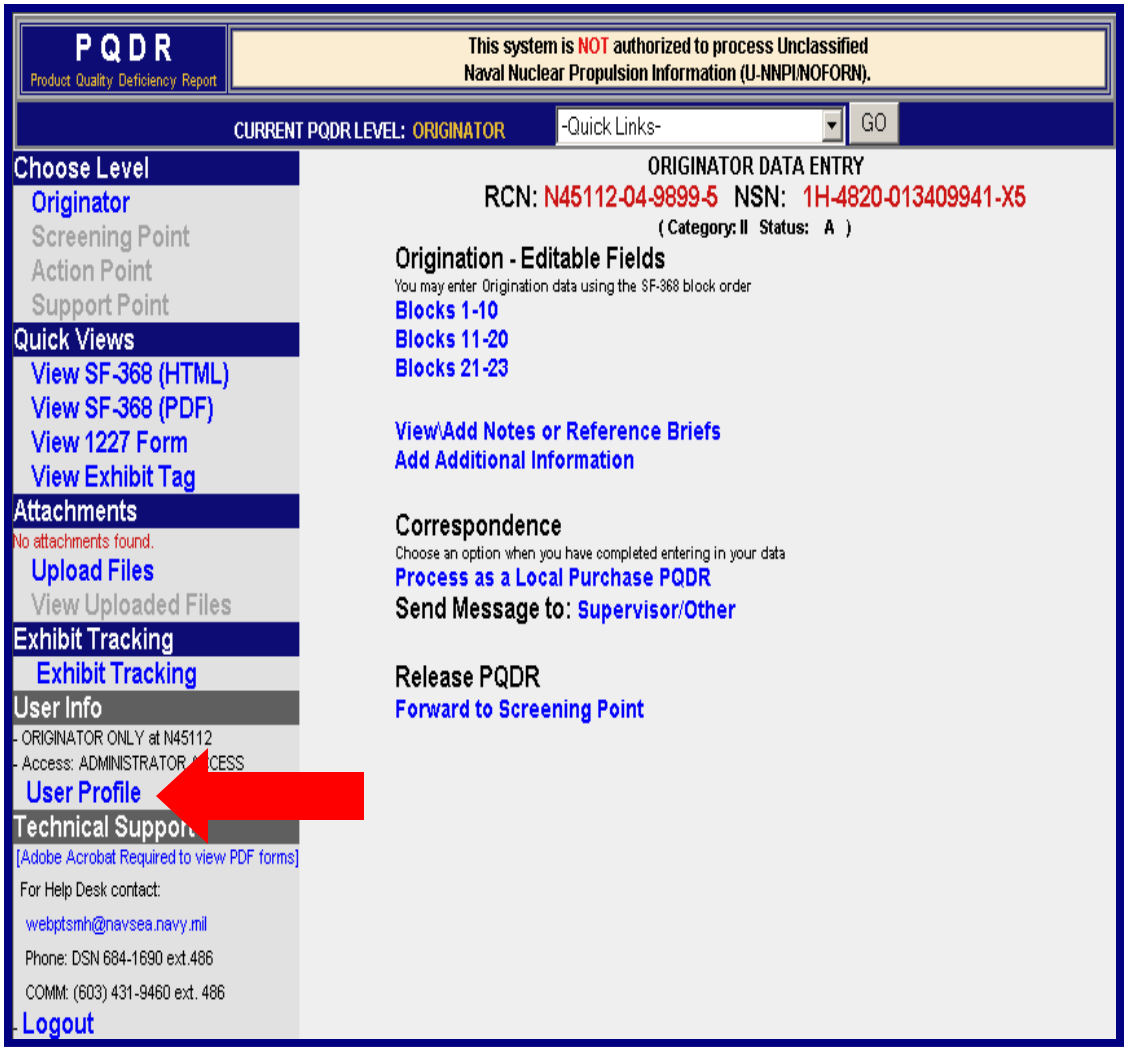
User Profile



Set Up User Profile

- **Click “User Profile”**

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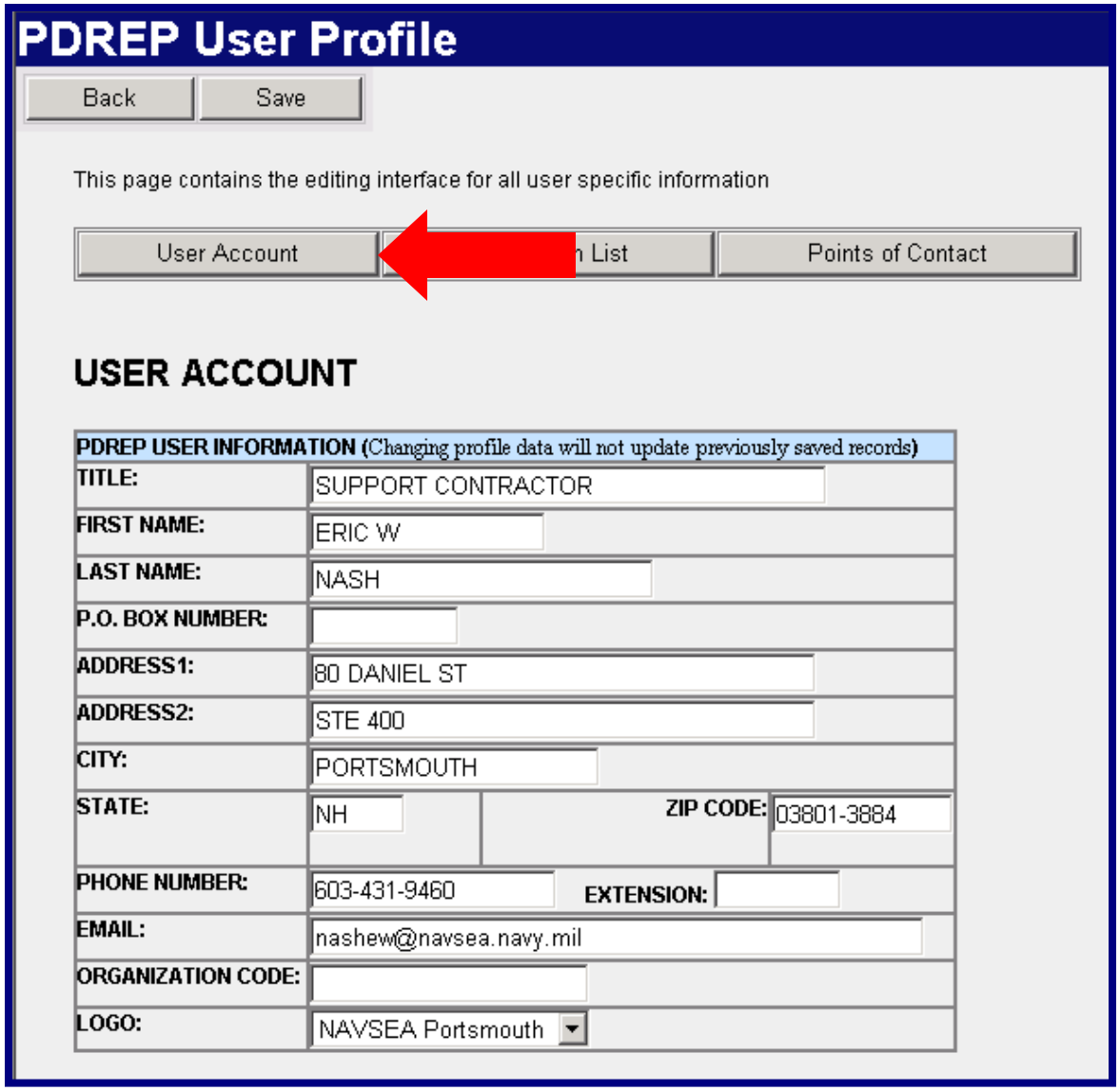
User Profile- User Account



Access Your User Contact Information

- Click "User Account"

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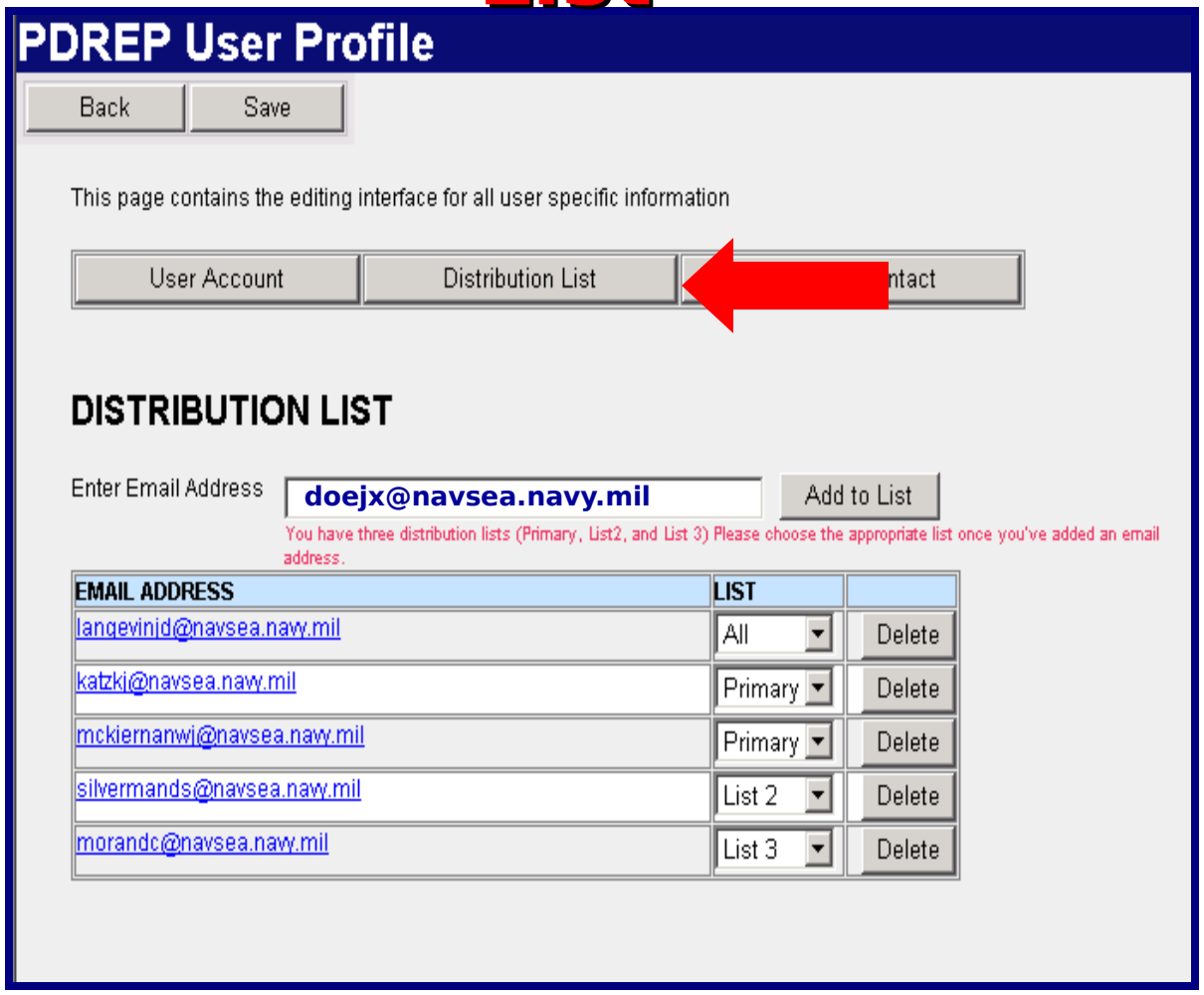
User Profile- Distribution List



Set Up E-mail Distribution Lists

- **Click "Distribution List"**

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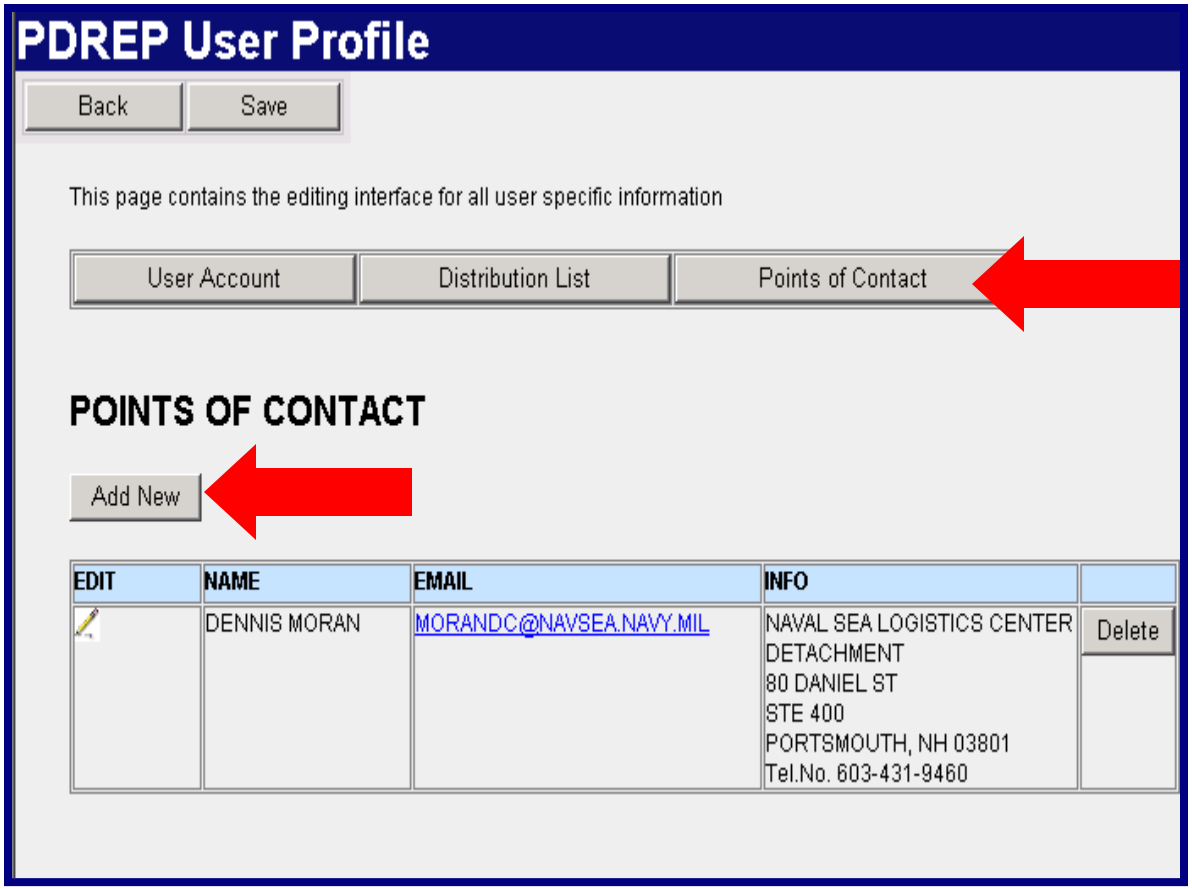
User Profile- Points of Contact



Set Up Points of Contact

- Click "Points of Contact"
- Click "Add New"

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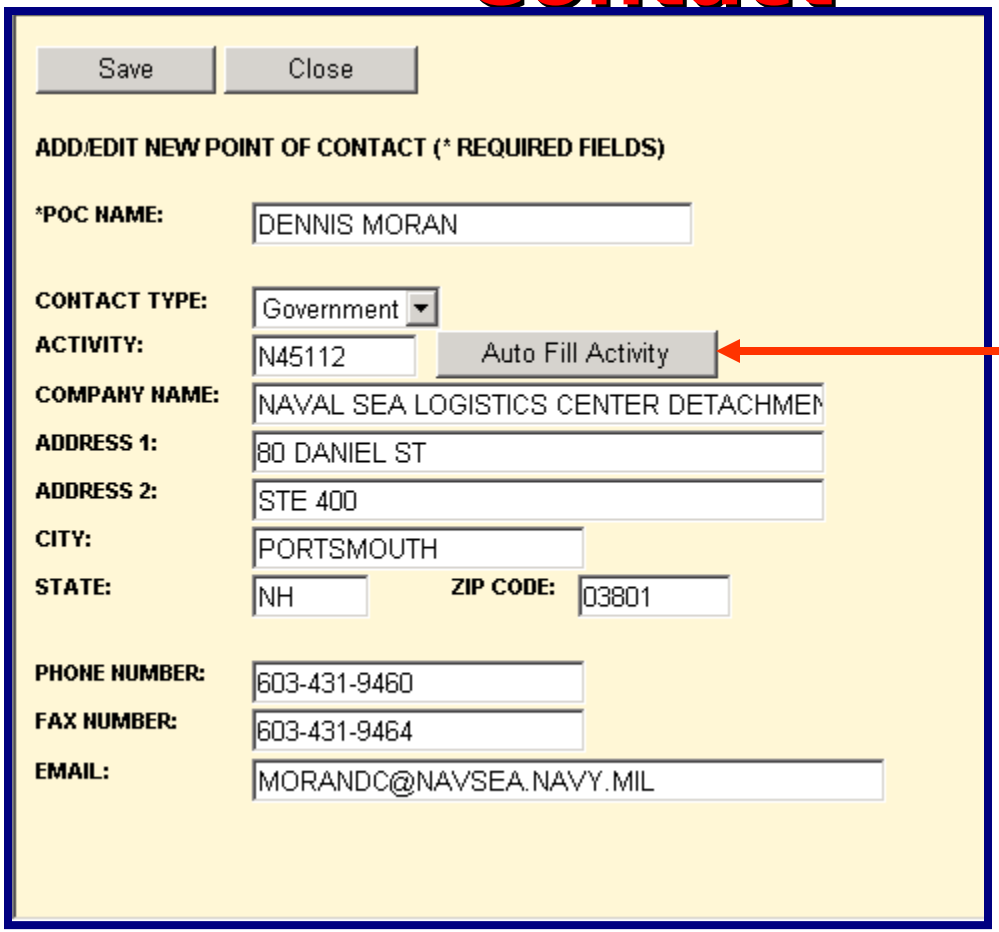
User Profile- Points of Contact



- Enter or Edit POC Activity and Contact Information
- Activity or Contractor Address Info Auto-Fills From DODAAC or CAGE

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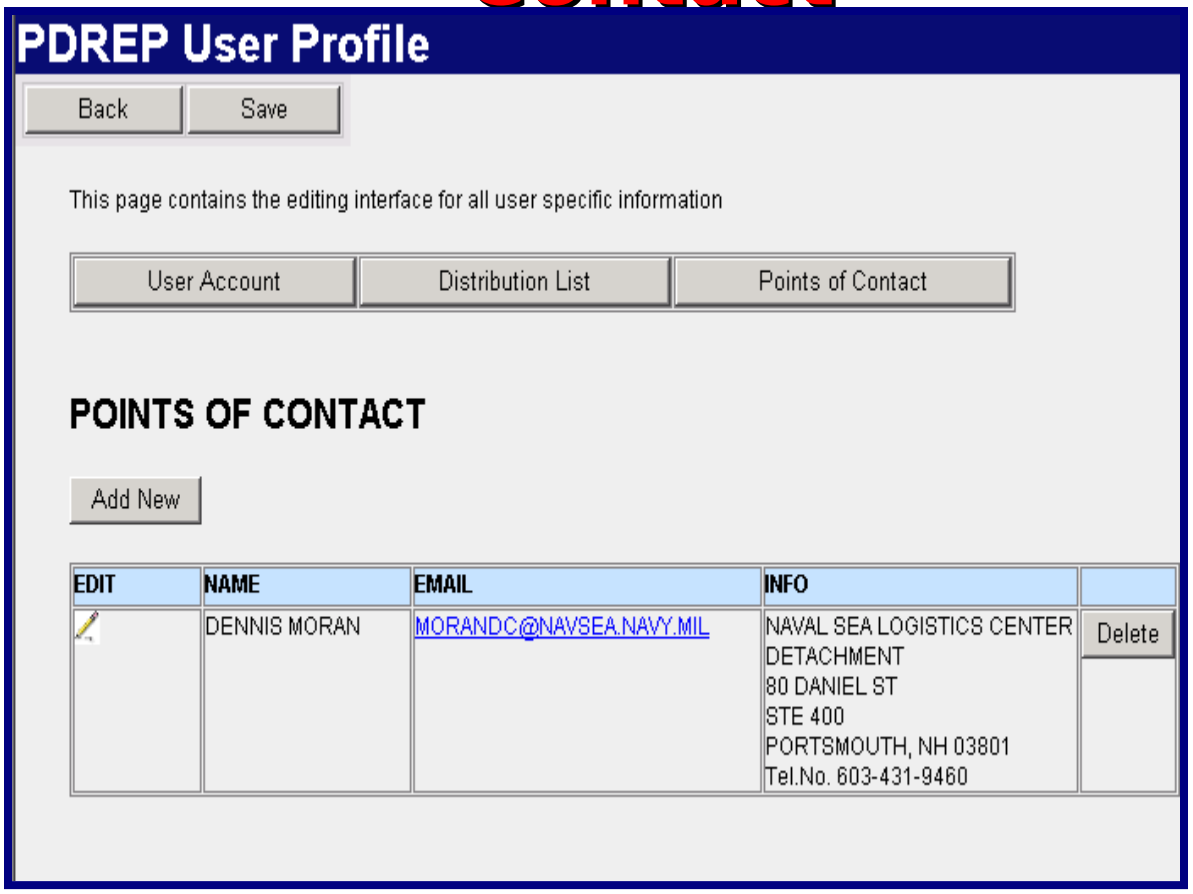
User Profile- Points of Contact



- Click "**Edit**" Icon to Edit Contact
- Click E-mail Address to Send Mail
- Click "**Delete**" to Remove Contact

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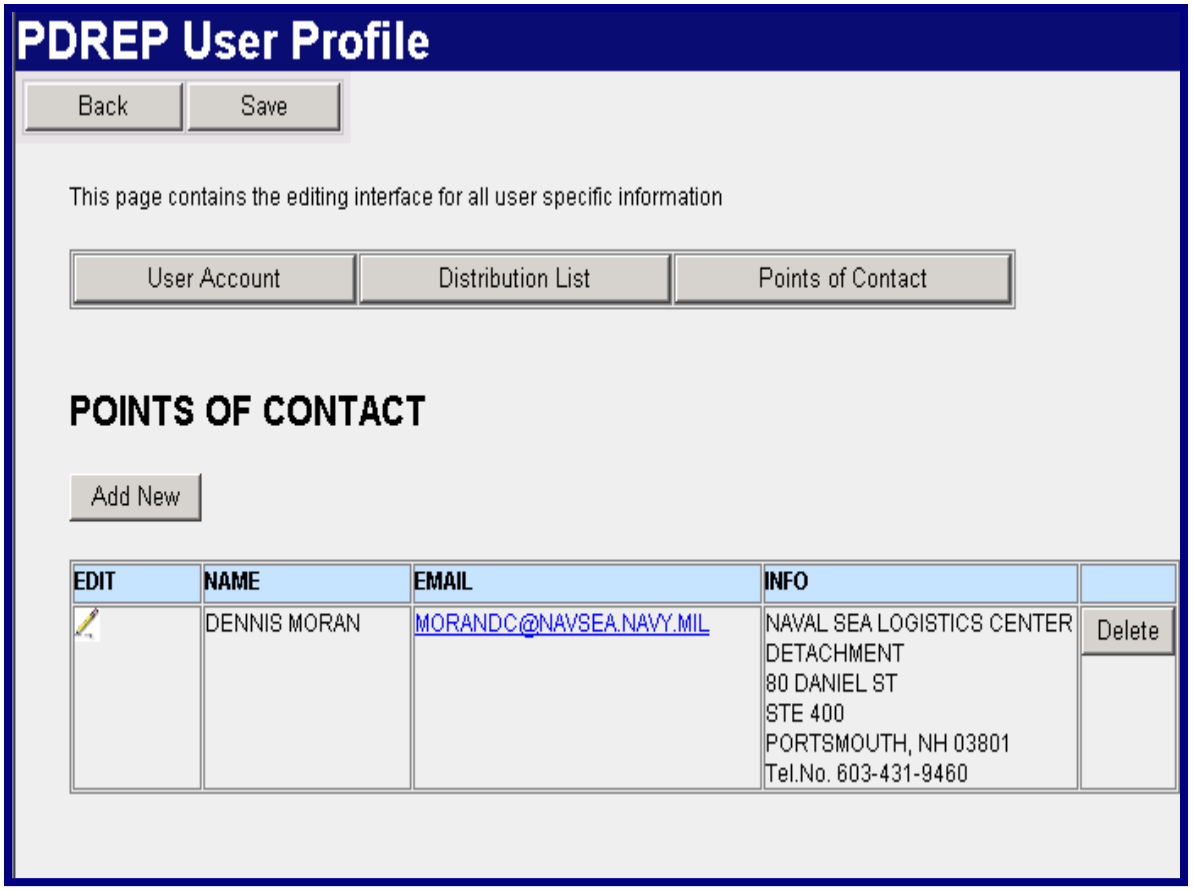
User Profile



- Click "Save" to Save Profile
- Click "Back" to Return to PQDR Base Page

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PQDR Base Page

- **Quick Links- Shortcuts to Other PQDR Functions**
- **Links to Blocks on PQDR**
- **Add Notes and Additional Information**
- **Links for Correspondence and Release of PQDR**

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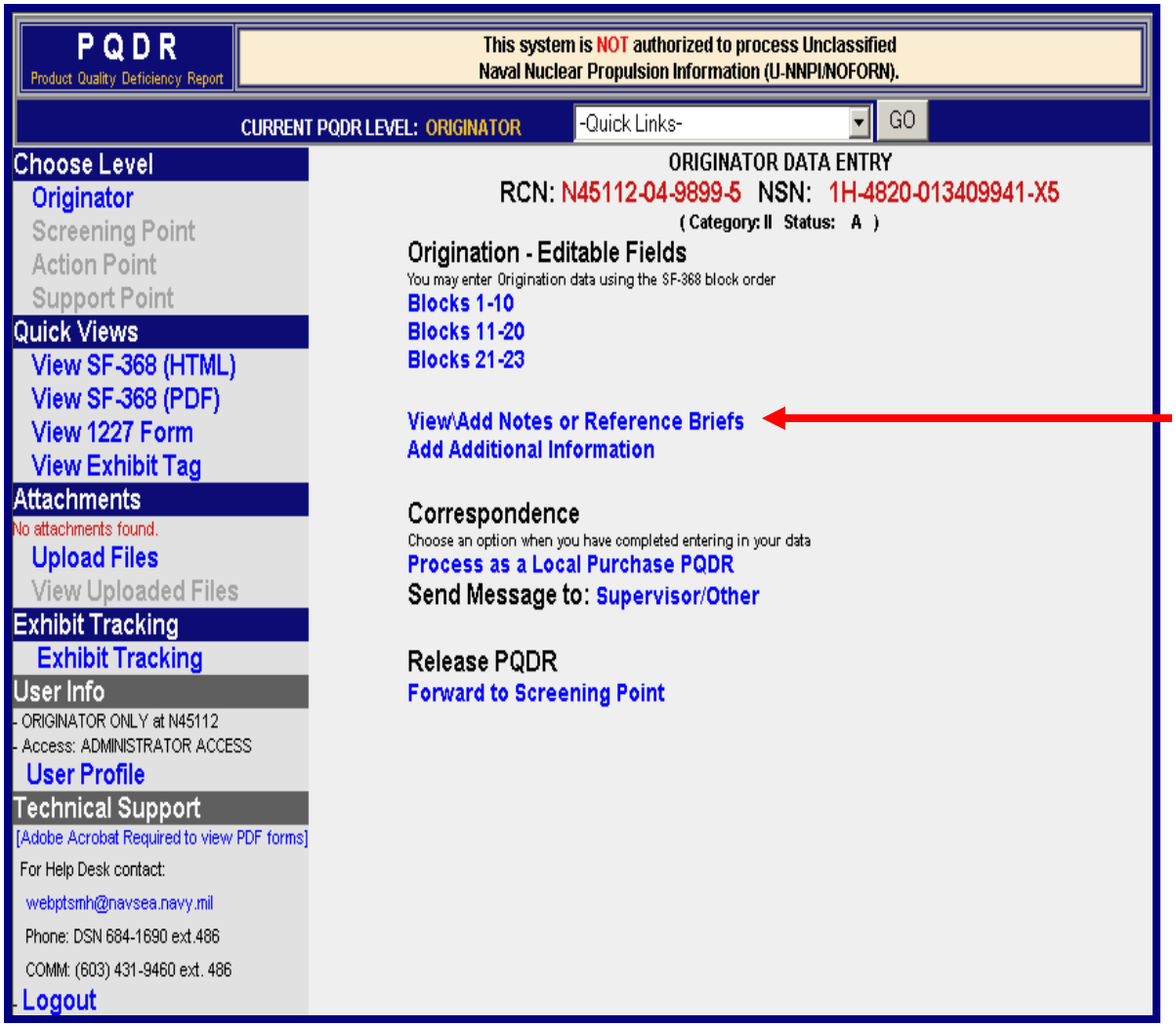
View/Add Notes



Now Let's Continue Working With Our PQDR

- **Click "View/Add Notes or Reference Briefs"**

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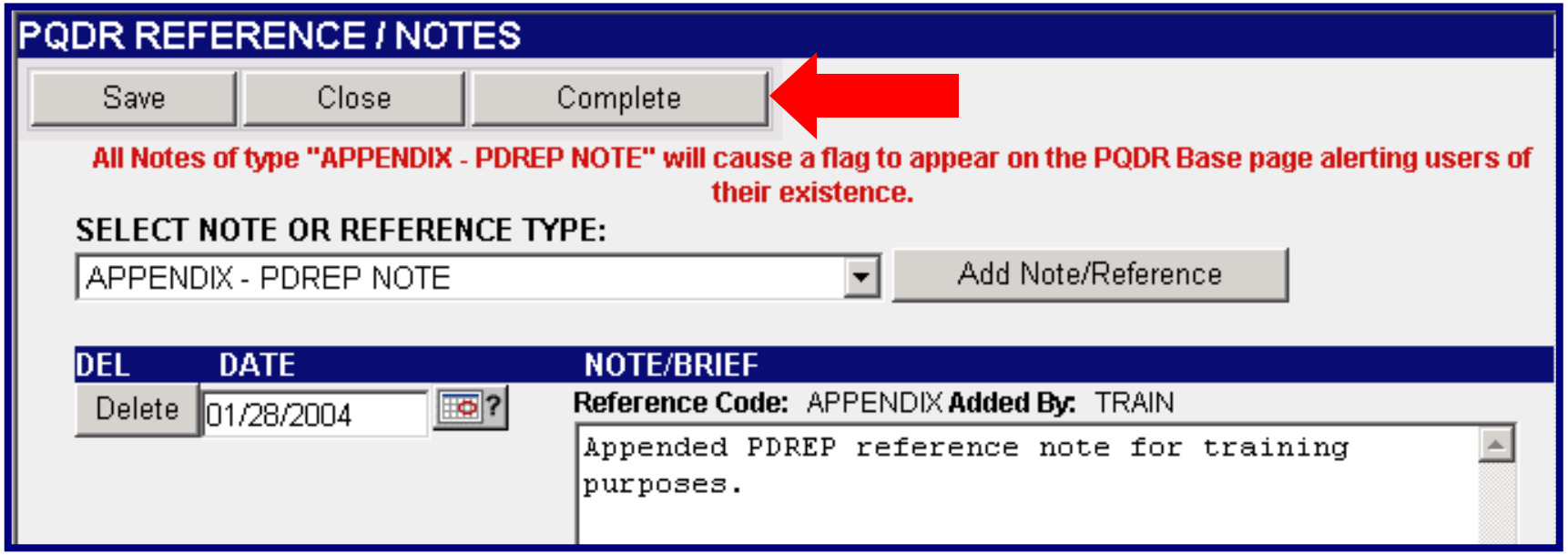
View/Add Notes



- Select Note or Reference Type
  - Click "Add Note/Reference"
  - Enter Note Text
- Repeat for Additional Notes
- Click "Complete"

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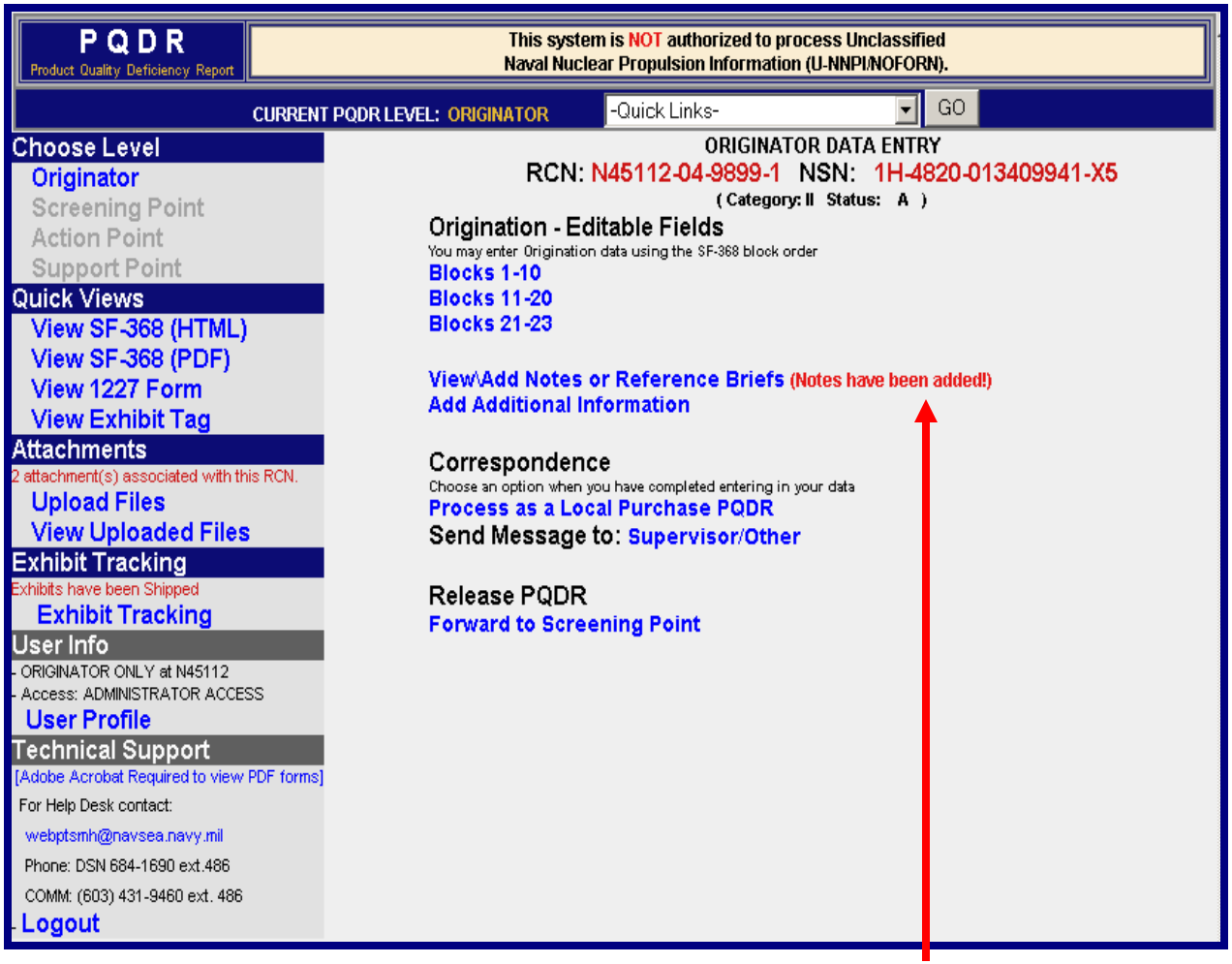
View/Add Notes



Notes Indicator Appears on PQDR Base Page

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Add Additional Information

Add Text to Description of Deficiency

- Click “Add Additional Information”

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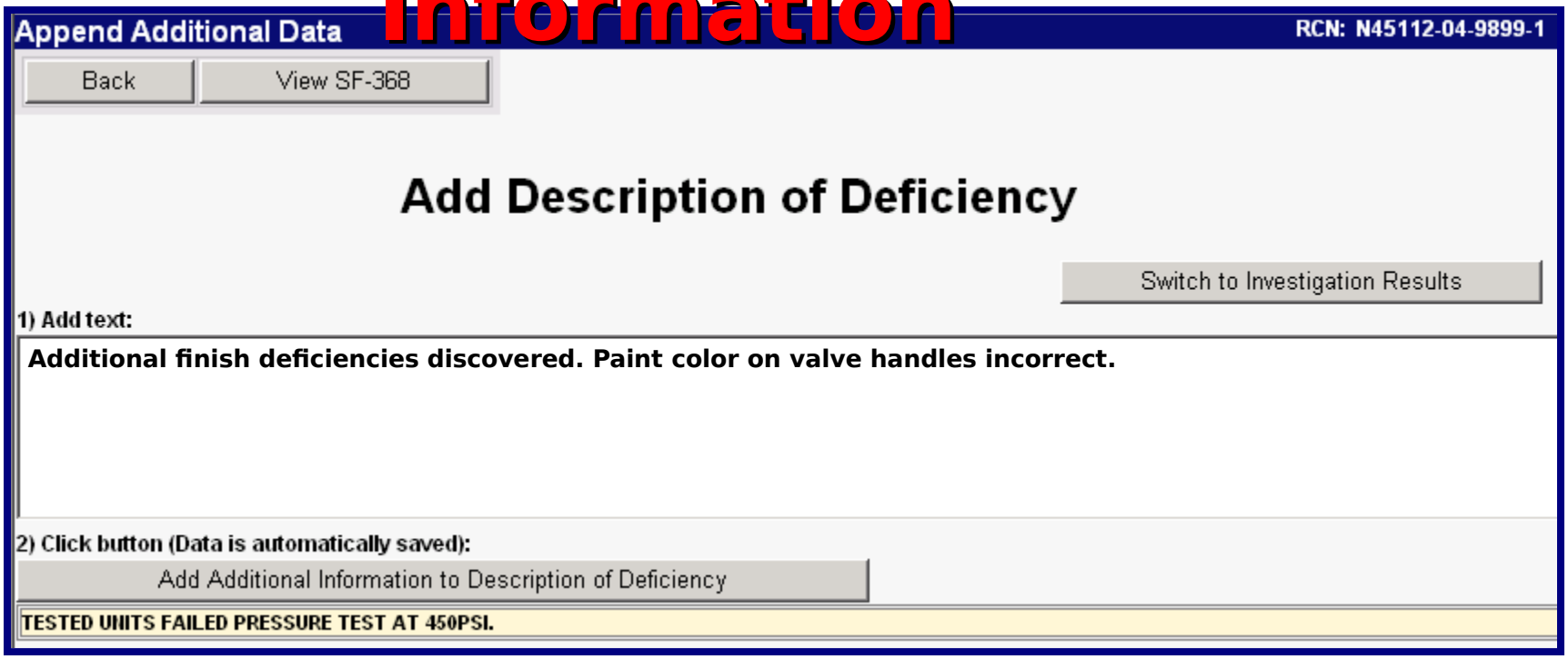
Add Additional Information



- Append Information to Description of Deficiency After Origination
- Also Used to Add to Investigation Results Later in Process

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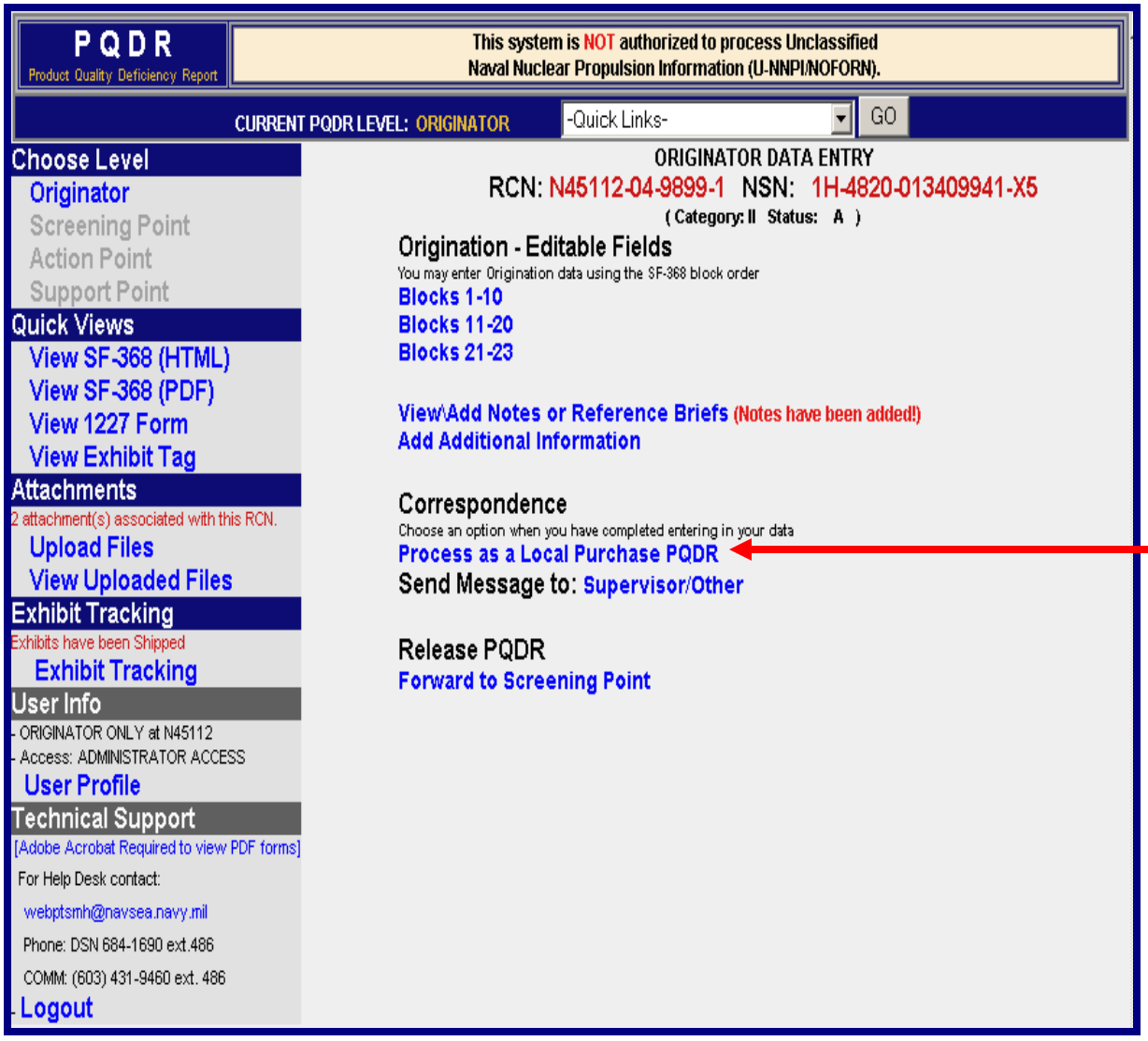
PQDR Correspondence



Process a PQDR Locally Without Forwarding

- Click “Process as a Local Purchase PQDR”

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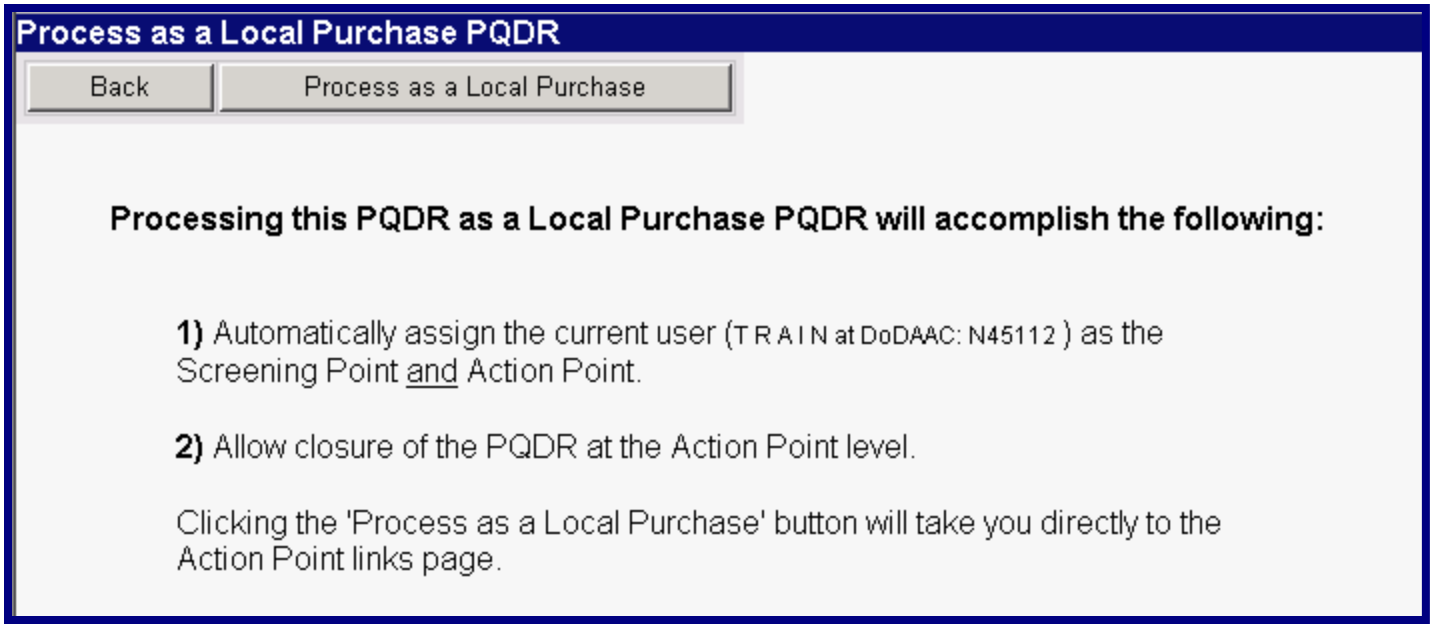
PQDR Correspondence



- **Can Process and Close PQDR Locally**

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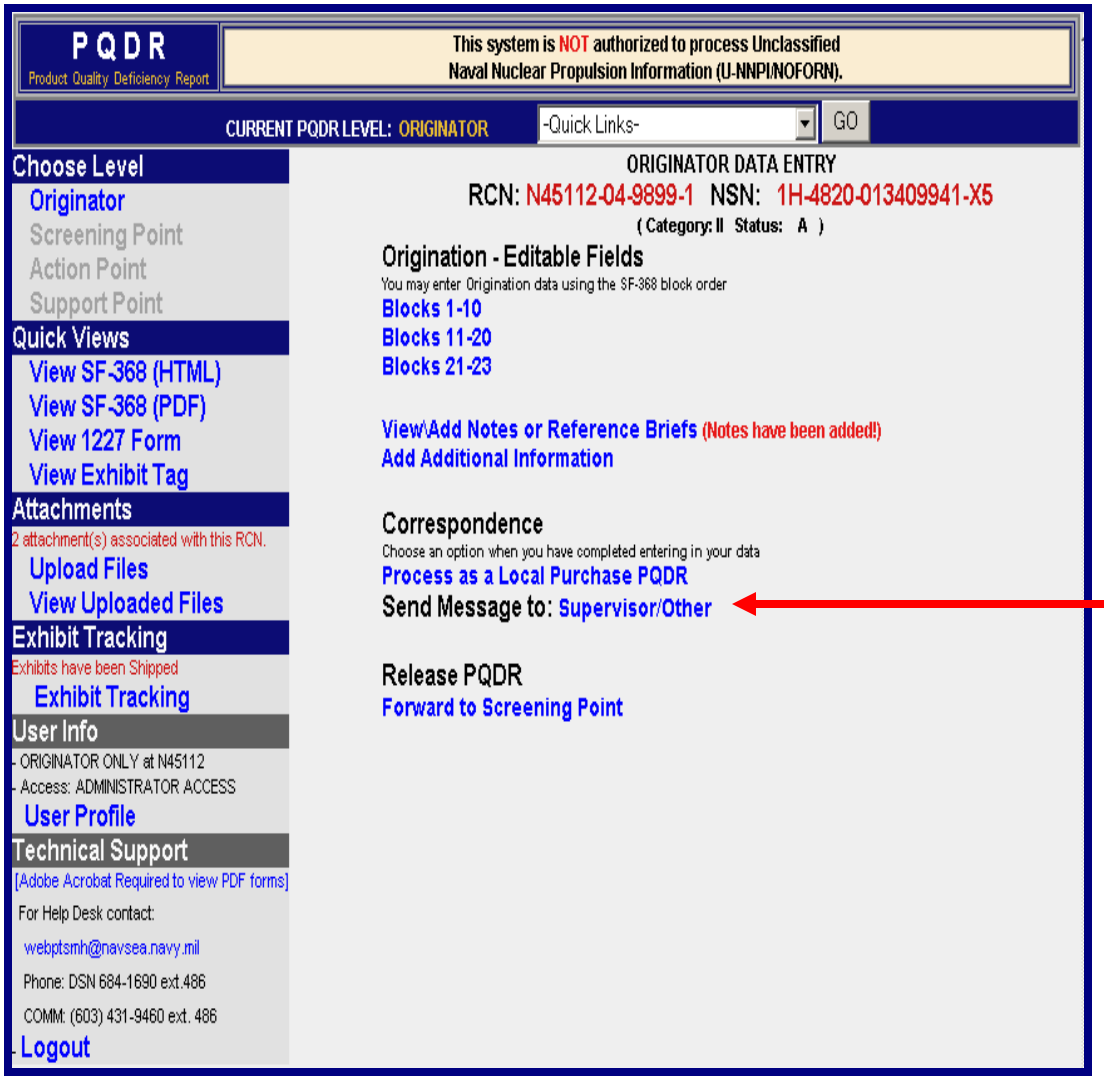
PQDR Correspondence



Send Correspondence Without Changing Status

- **Click "Send Message to: Supervisor/Other"**

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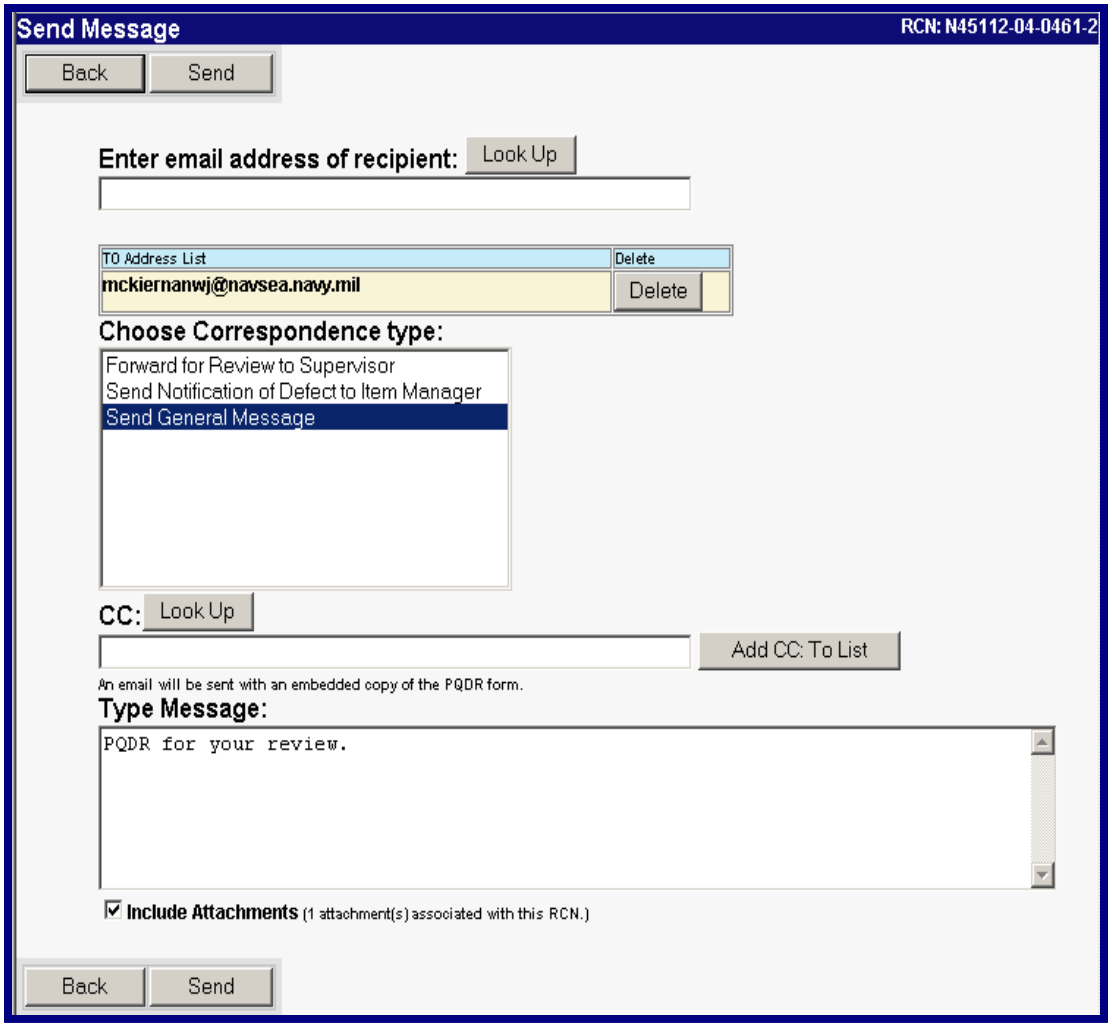
PQDR Correspondence



- Enter E-mail or Click "Look Up"
- Choose Type
- Type Message
- Include Attachments (Optional)
- Click "Send"

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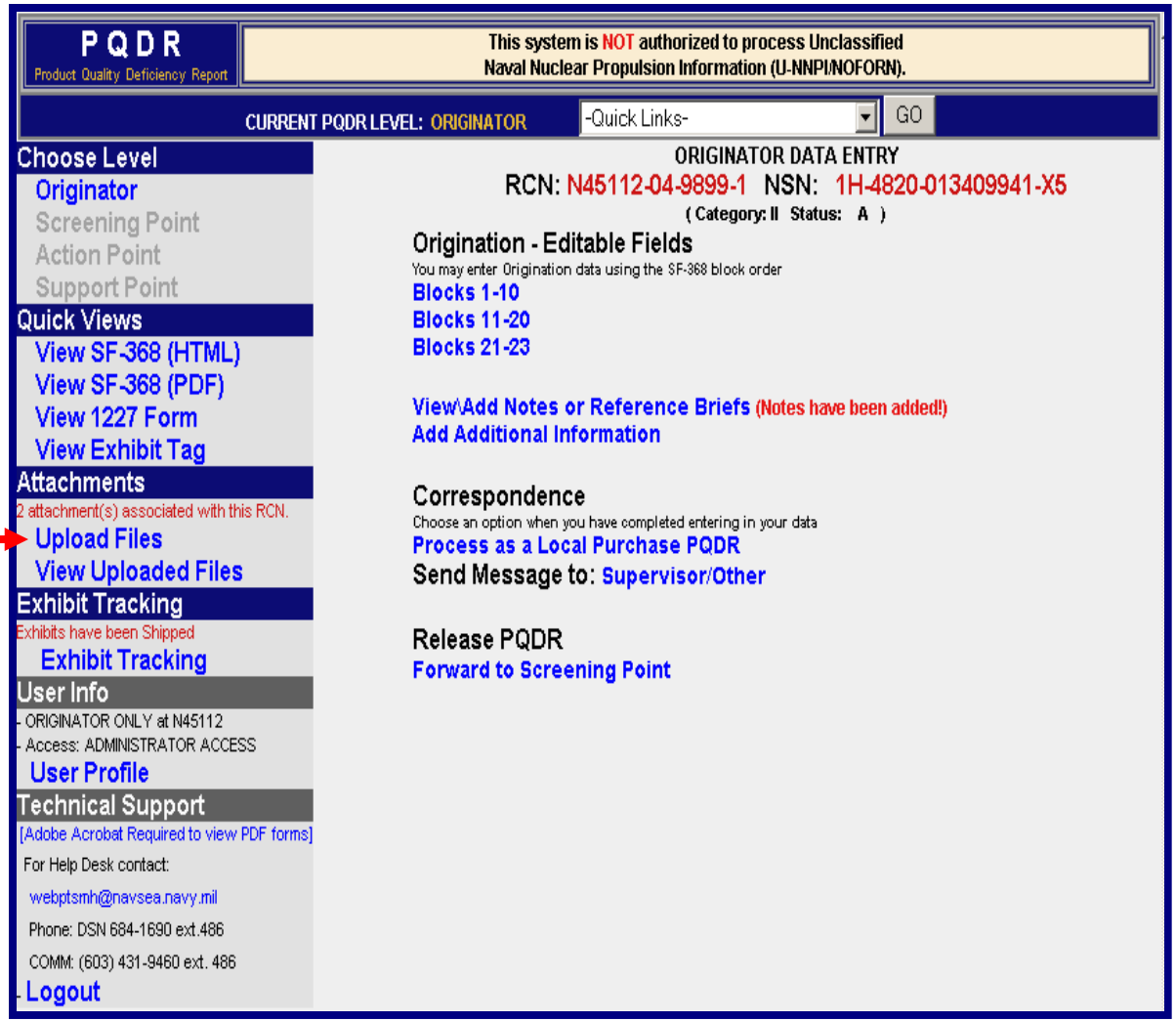
Upload Files

Attach Files to PQDR

- Click "Upload Files"
  - Images
  - Documents



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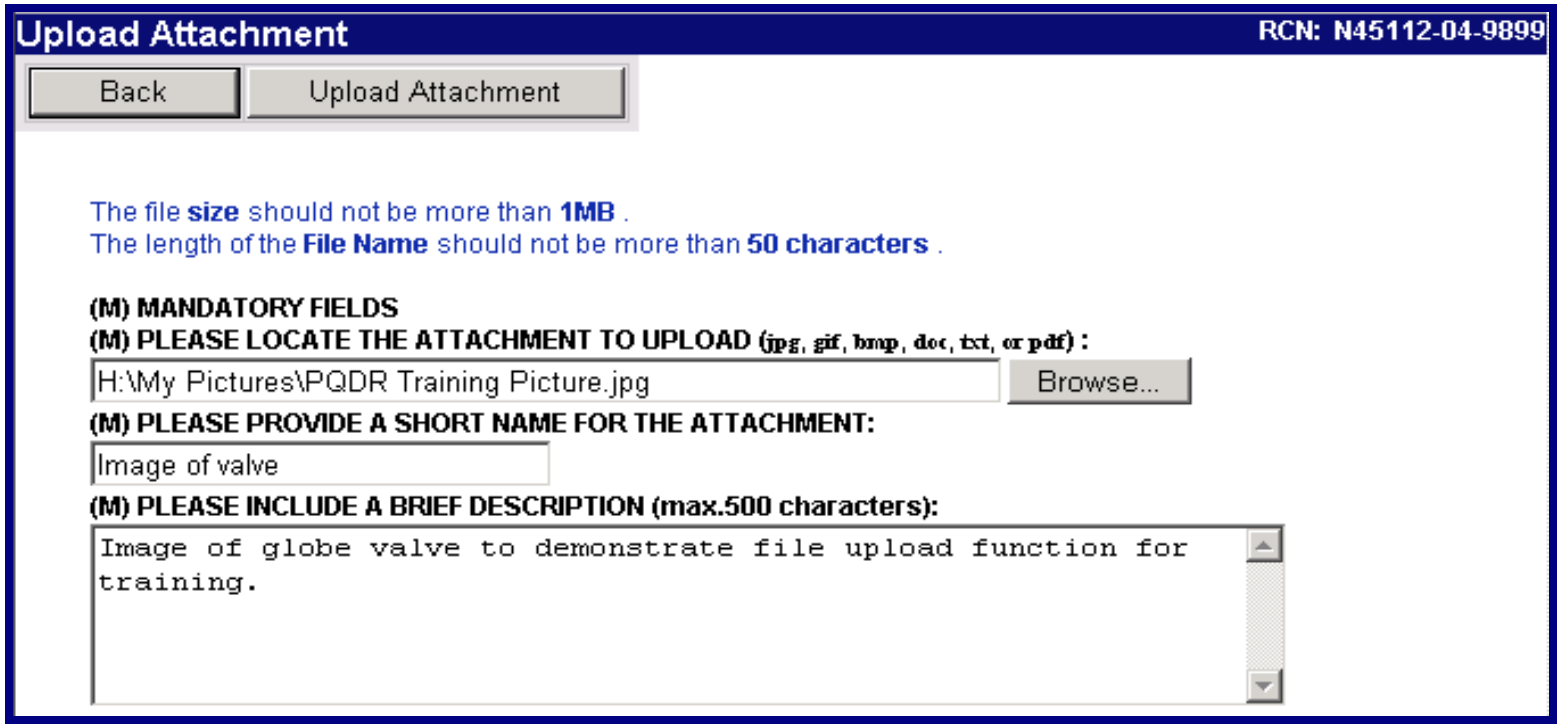
Upload Files



- **Browse to File, Enter Description**
- **Click "Upload Attachment"**
- **Repeat for Each Attachment**

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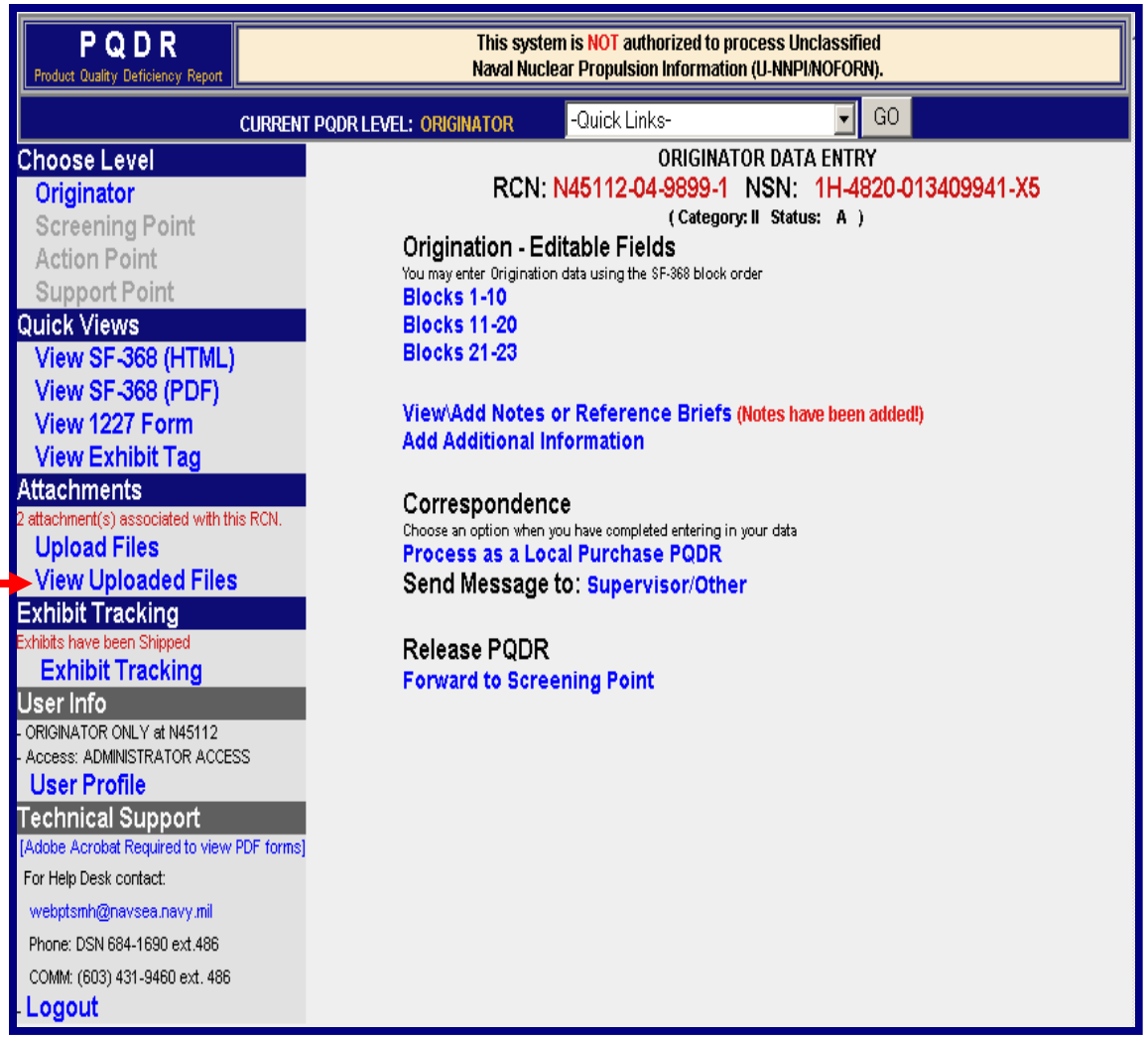
View Uploaded Files

View Uploaded Files Link Appears

- Click "View Uploaded Files"



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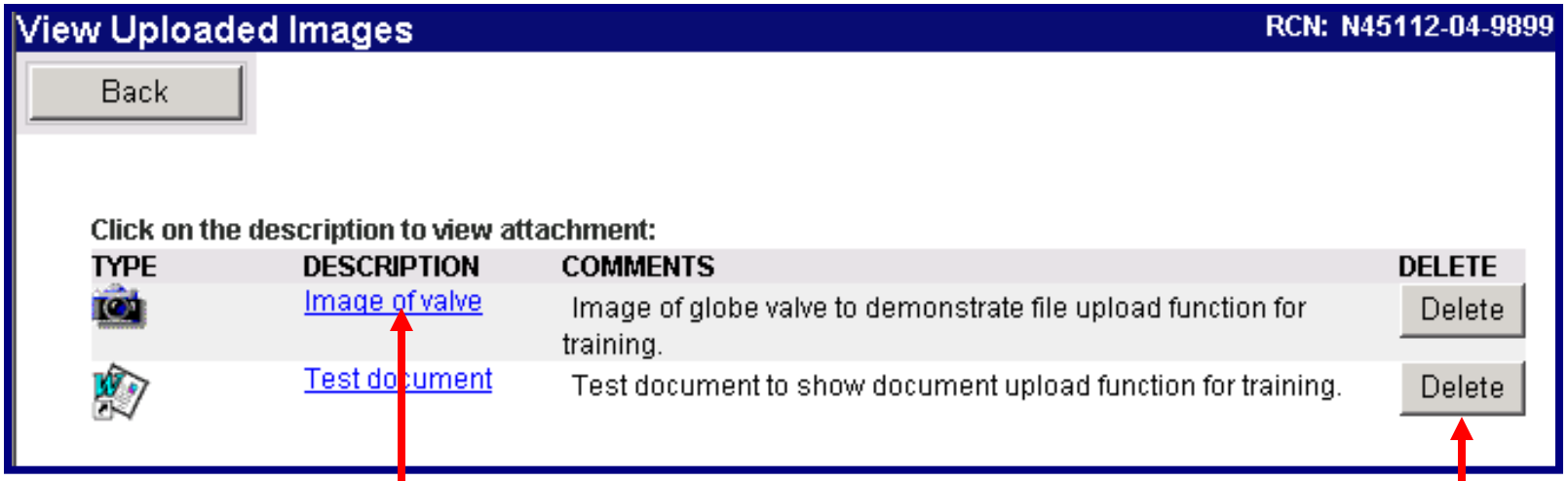
View Uploaded Images



- **Click on Description of File to Open**
- **Click "Delete" to Remove File**

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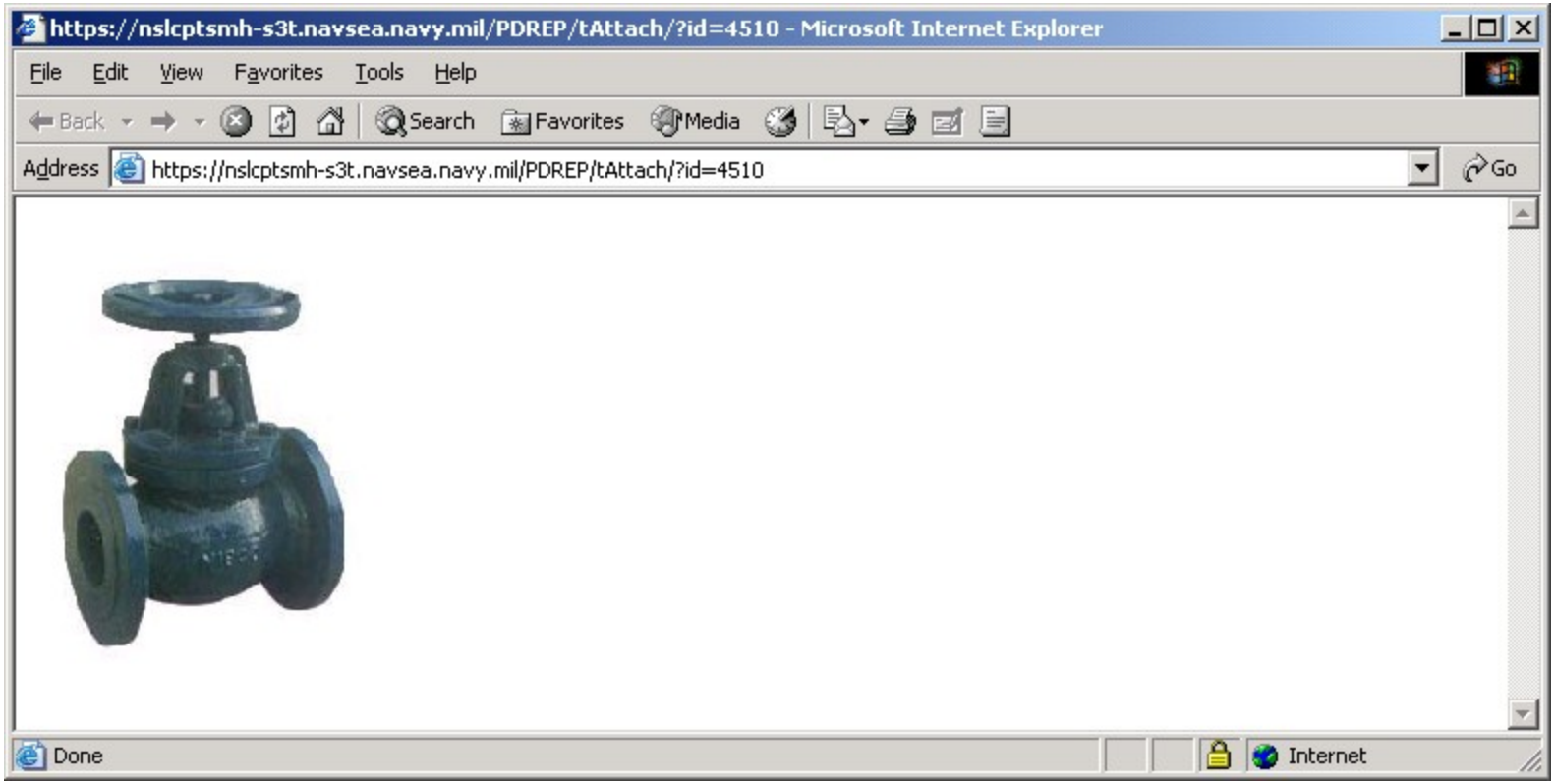
View Uploaded Images

Uploaded File Opens in New Window



Can Close Window Without Exiting PDREP

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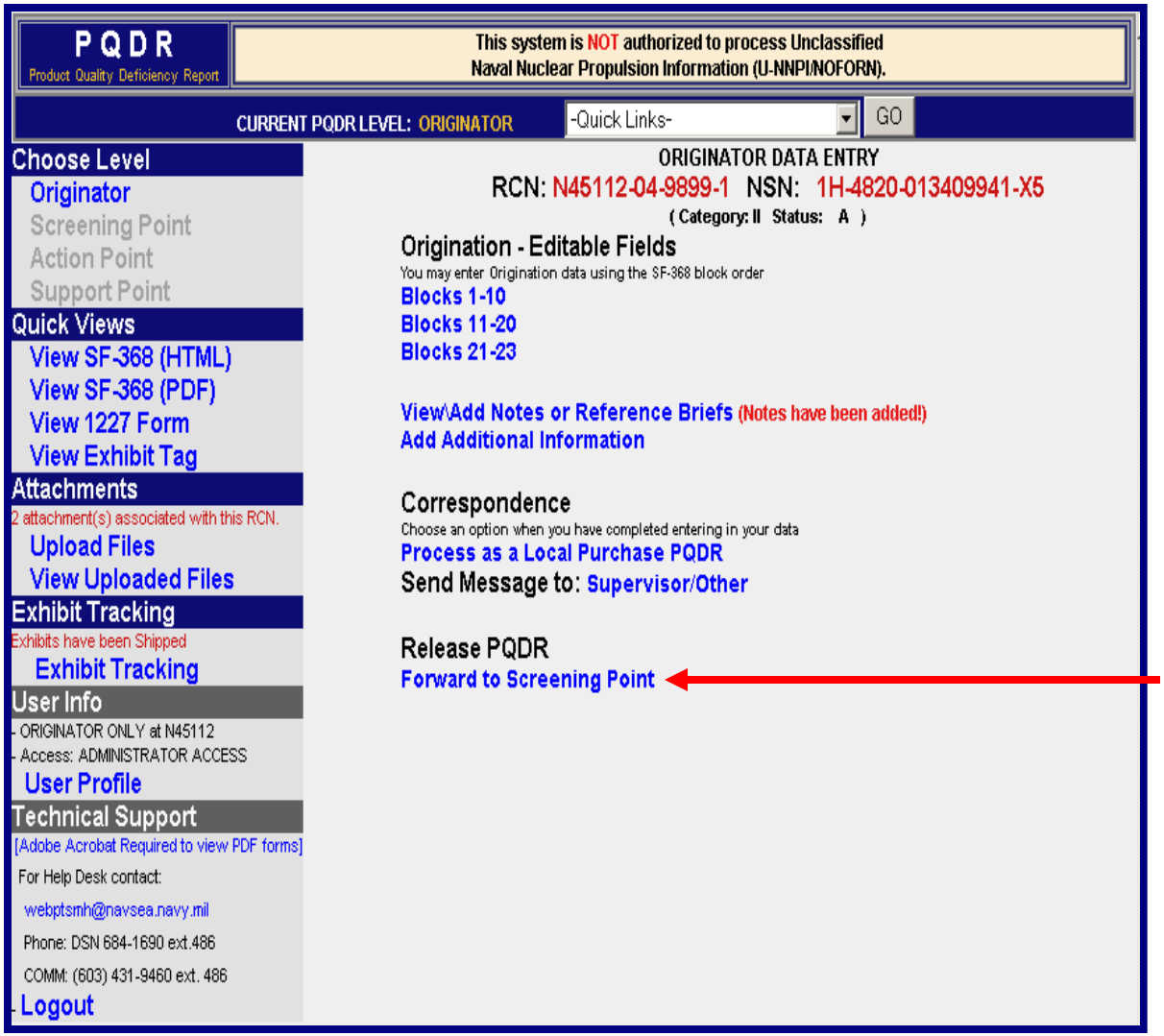
Release PQDR



Release PQDR to Screening Point

- Click “Forward to Screening Point”

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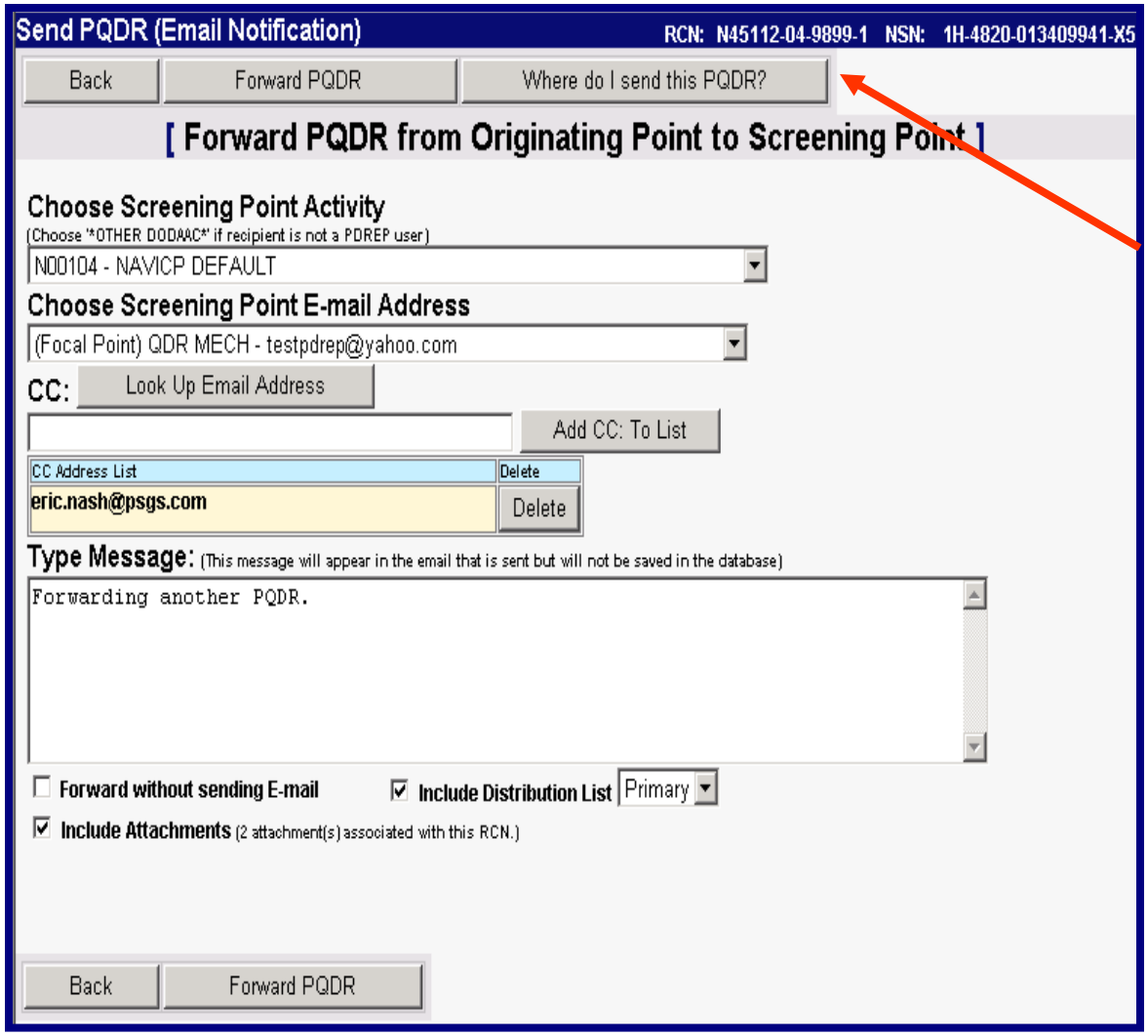
Forward PQDR



Forward With E-mail Notification

- Click "Where do I send this PQDR?" For Help

OR

Forward Without Sending E-mail

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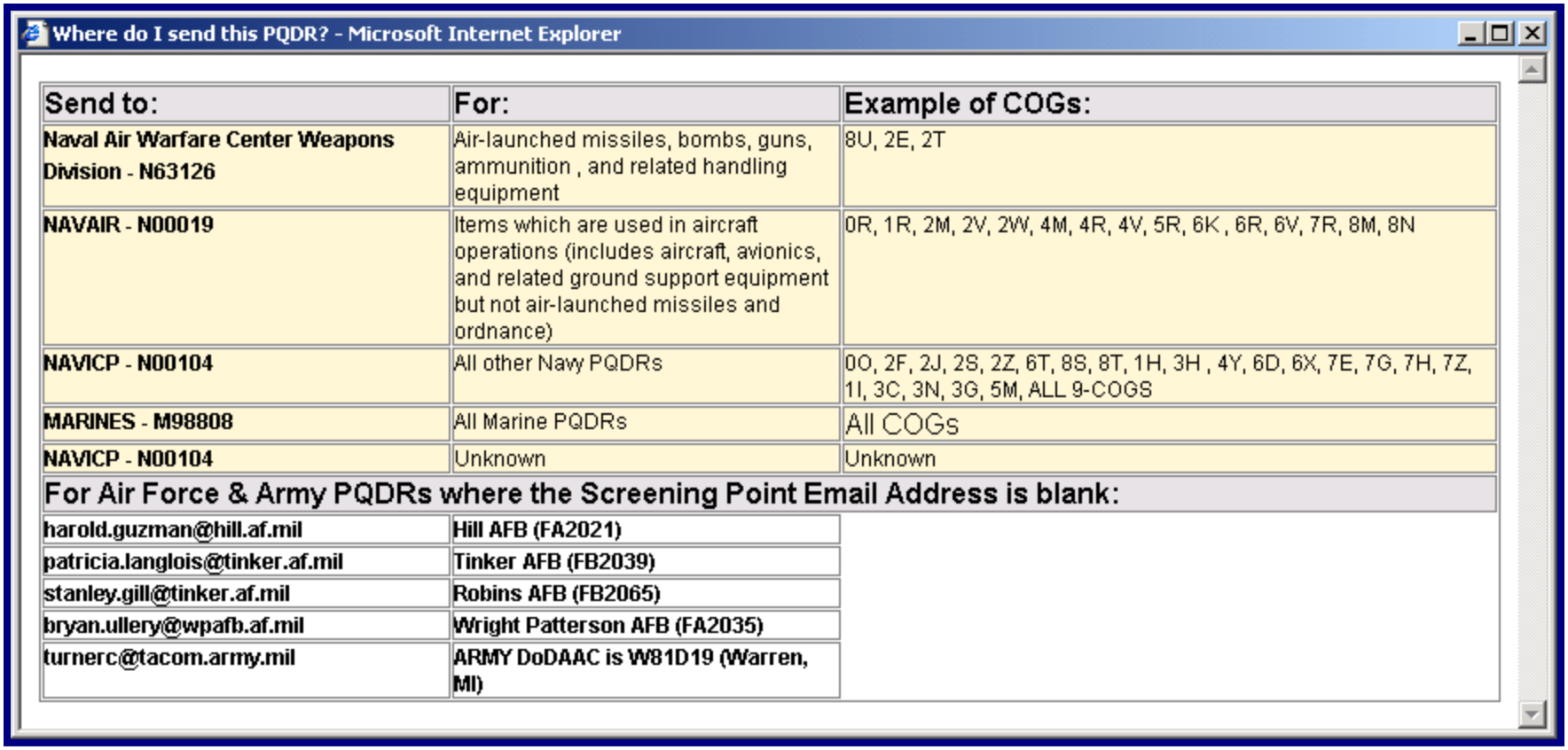
Where Do I Send This PQDR?


Where do I send this PQDR? - Microsoft Internet Explorer

Send to:	For:	Example of COGs:
Naval Air Warfare Center Weapons Division - N63126	Air-launched missiles, bombs, guns, ammunition , and related handling equipment	8U, 2E, 2T
NAVAIR - N00019	Items which are used in aircraft operations (includes aircraft, avionics, and related ground support equipment but not air-launched missiles and ordnance)	0R, 1R, 2M, 2V, 2W, 4M, 4R, 4V, 5R, 6K , 6R, 6V, 7R, 8M, 8N
NAVICP - N00104	All other Navy PQDRs	0O, 2F, 2J, 2S, 2Z, 6T, 8S, 8T, 1H, 3H , 4Y, 6D, 6X, 7E, 7G, 7H, 7Z, 1I, 3C, 3N, 3G, 5M, ALL 9-COGS
MARINES - M98808	All Marine PQDRs	All COGs
NAVICP - N00104	Unknown	Unknown
For Air Force & Army PQDRs where the Screening Point Email Address is blank:		
harold.guzman@hill.af.mil	Hill AFB (FA2021)	
patricia.langlois@tinker.af.mil	Tinker AFB (FB2039)	
stanley.gill@tinker.af.mil	Robins AFB (FB2065)	
bryan.ullery@wpafb.af.mil	Wright Patterson AFB (FA2035)	
turnerc@tacom.army.mil	ARMY DoDAAC is W81D19 (Warren, MI)	

List of Screening Point Activities and E-mail Addresses

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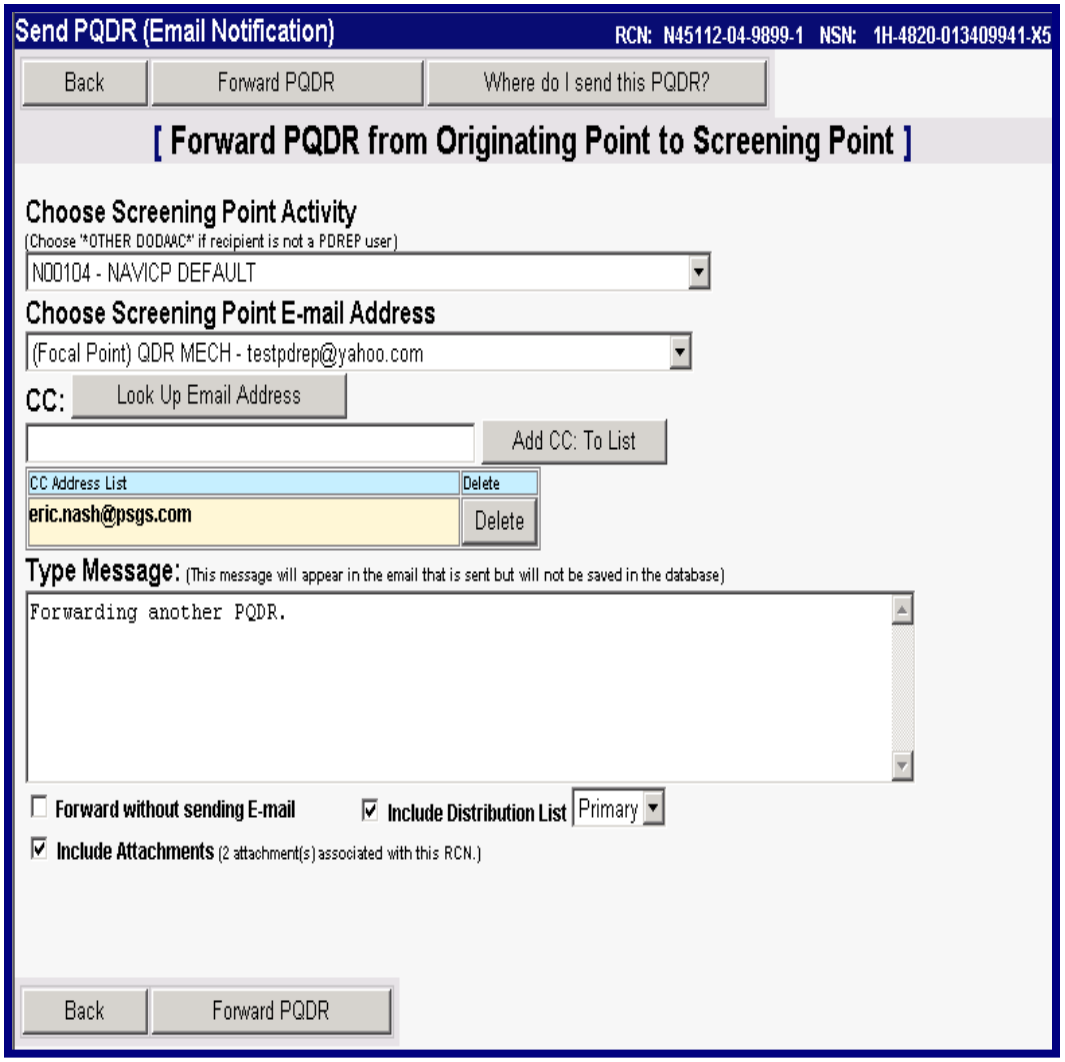
Forward PQDR



- **Choose DODAAC and Screening Point Recipient**
- **Enter CC Addresses or Use Look Up or Distribution Lists**
- **Type Message**
- **Click “Forward PQDR”**

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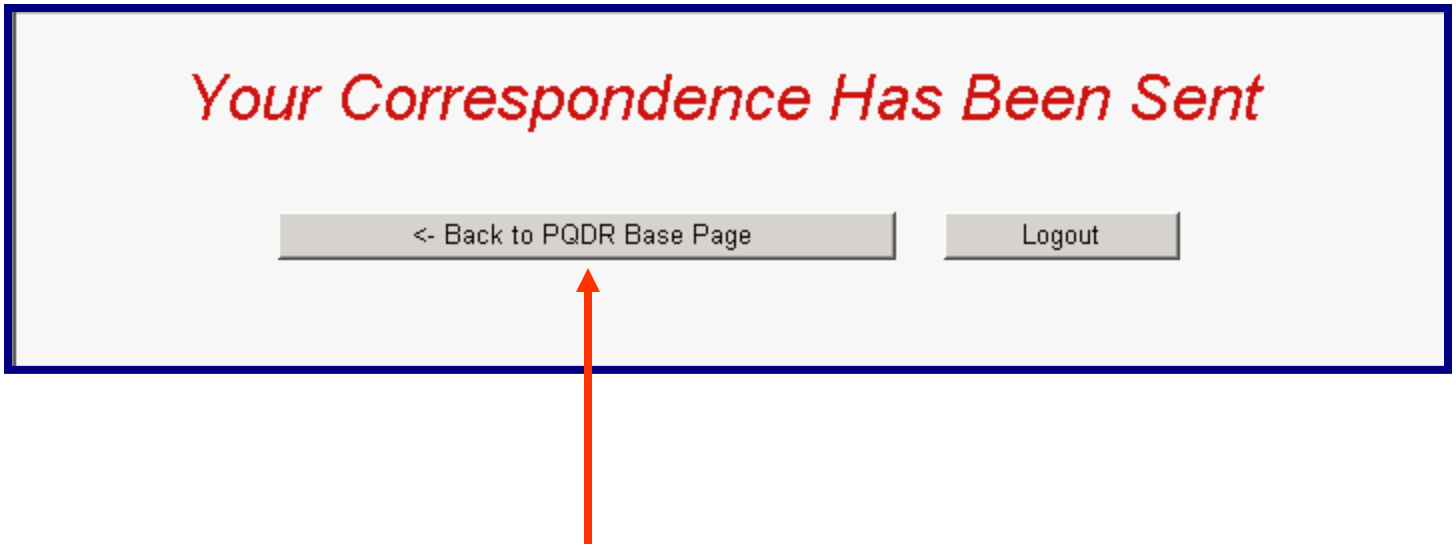
Forward PQDR

Confirmation Message Appears



- Click “Back to PQDR Base Page” or “Logout”

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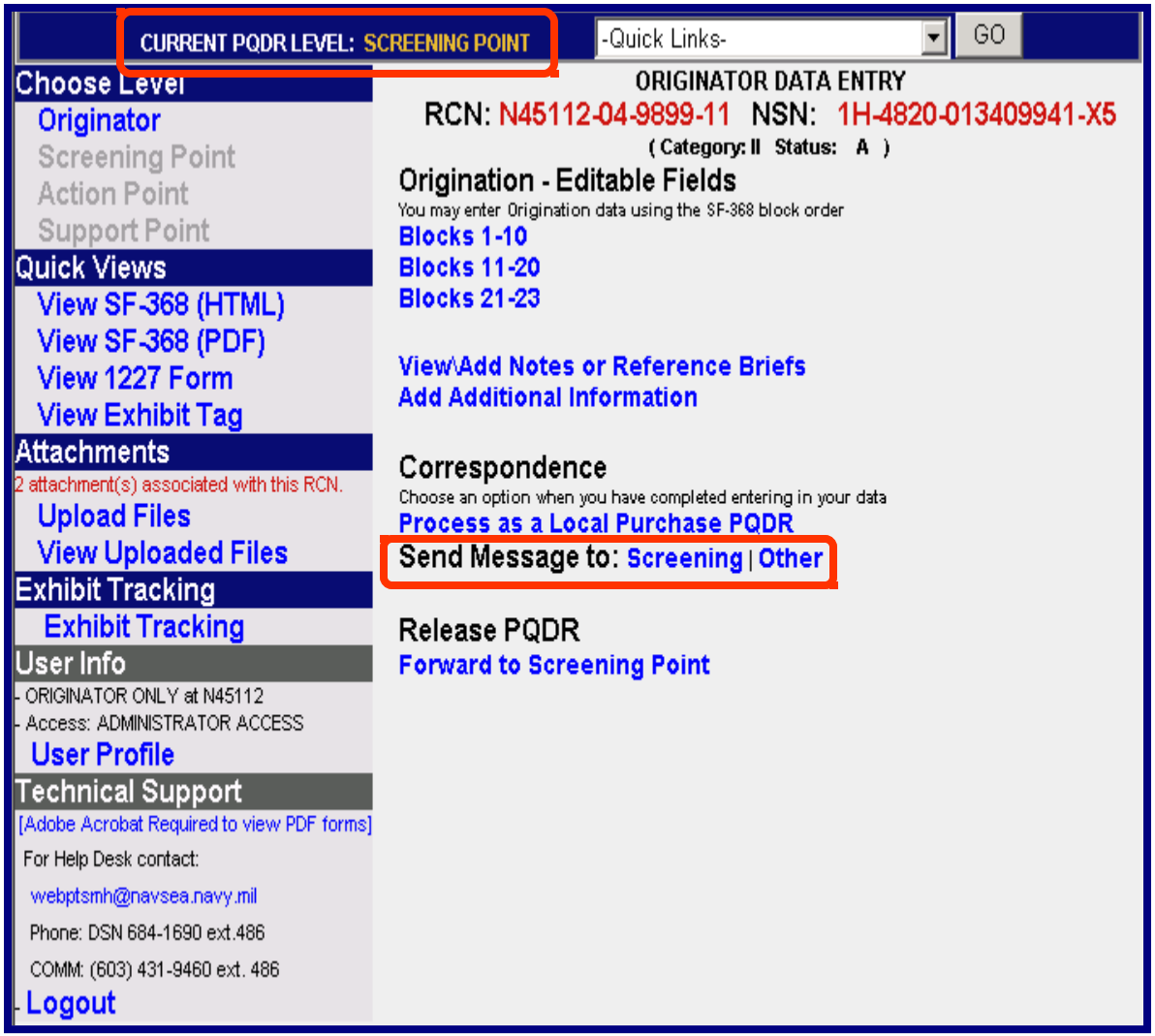
Forwarded PQDR



- **"Current PQDR Level" Changes to Screening Point**
- **"Send Message to:" Changes to "Screening/Other"**

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Notification of Closing

PQDR (RCN Number)	- TEST PQDR - Please Ignore - N45112-04-9899-11
Sent By	SCREENING POINT
Sender's Email	webptsmh-apps@navsea.navy.mil
Date Sent	2004-03-11 09:19:15.343
Correspondence Type	NOTIFY ORIGINATOR OF CLOSING ACTION

Message

Closed PQDR without investigation. Discard material.

Click Here to Access this PQDR

****

24. TO (Action Point):
N/A
N/A
N/A
N/A

25. TO (Support Point):
N/A
N/A
N/A
N/A

****

28. INVESTIGATION RESULTS:

CAUSE CODE: X - UNDETERMINED CAUSE
COST CODE: U - UNDETERMINED
CREDIT CODE: U - UNKNOWN
DEFECT RESPONSIBILITY: H - UNKNOWN
DEFECT VERIFIED IND: U - UNABLE TO TEST FOR DEFECT
PREVENTIVE ANSWER TYPE: 4 - NOT APPLICABLE
CORRECTIVE ACTION TAKEN: Z - NOT APPLICABLE

NARRATIVE:
NONE.

****

29. ACTION TAKEN: Z - NOT APPLICABLE

Screening Point Notifies Originator of Closing Action

- **E-mail Notification Includes:**
  - **Original PQDR Fields**
  - **Action/Support Point Info**
  - **Investigation Results**
  - **Corrective Action/Disposition**

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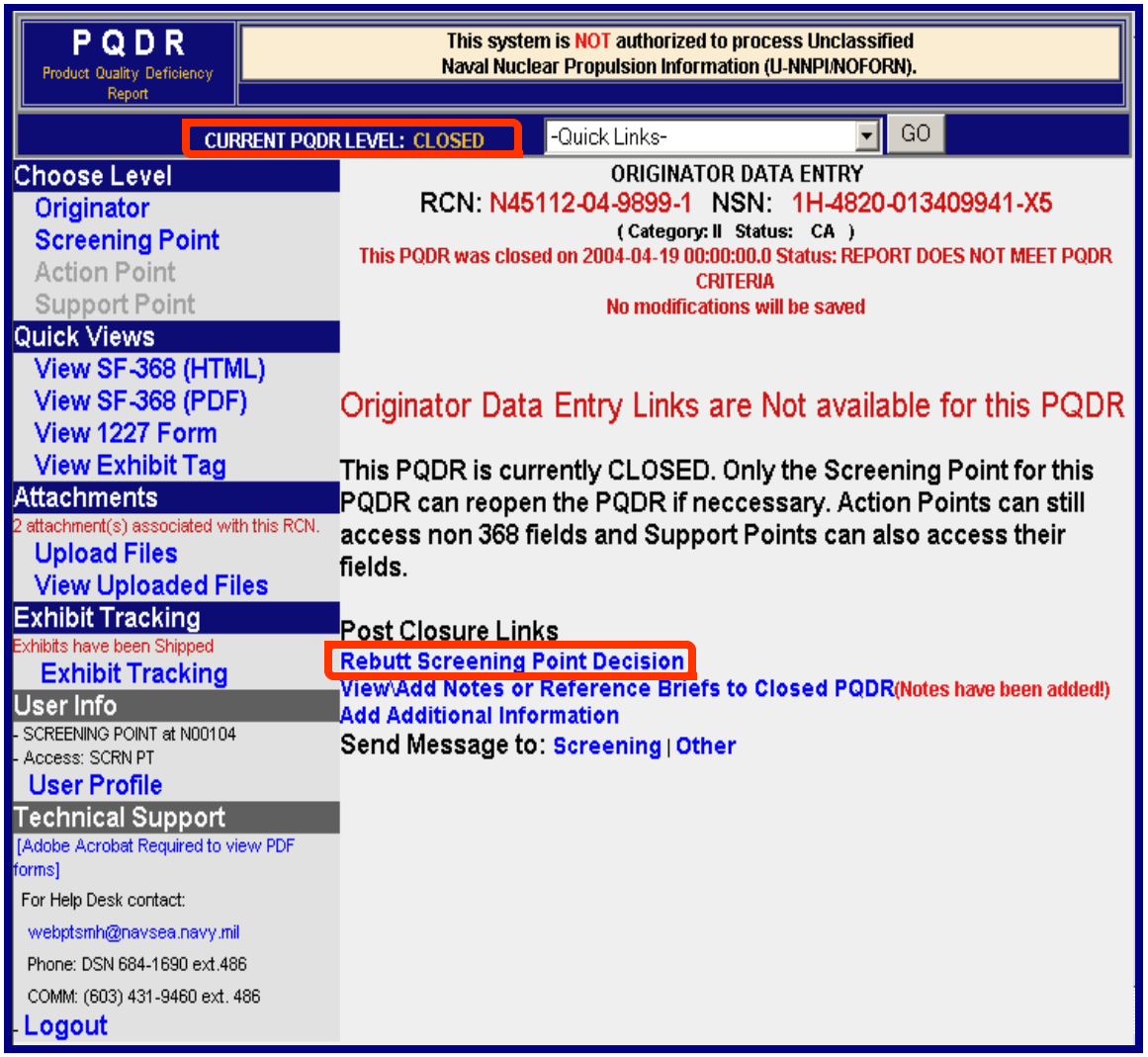
Closed PQDR



- **"Current PQDR Level" Changes to CLOSED**
- **Data Entry Links No Longer Available**
- **"Rebut Screening Point Decision" Link Appears**

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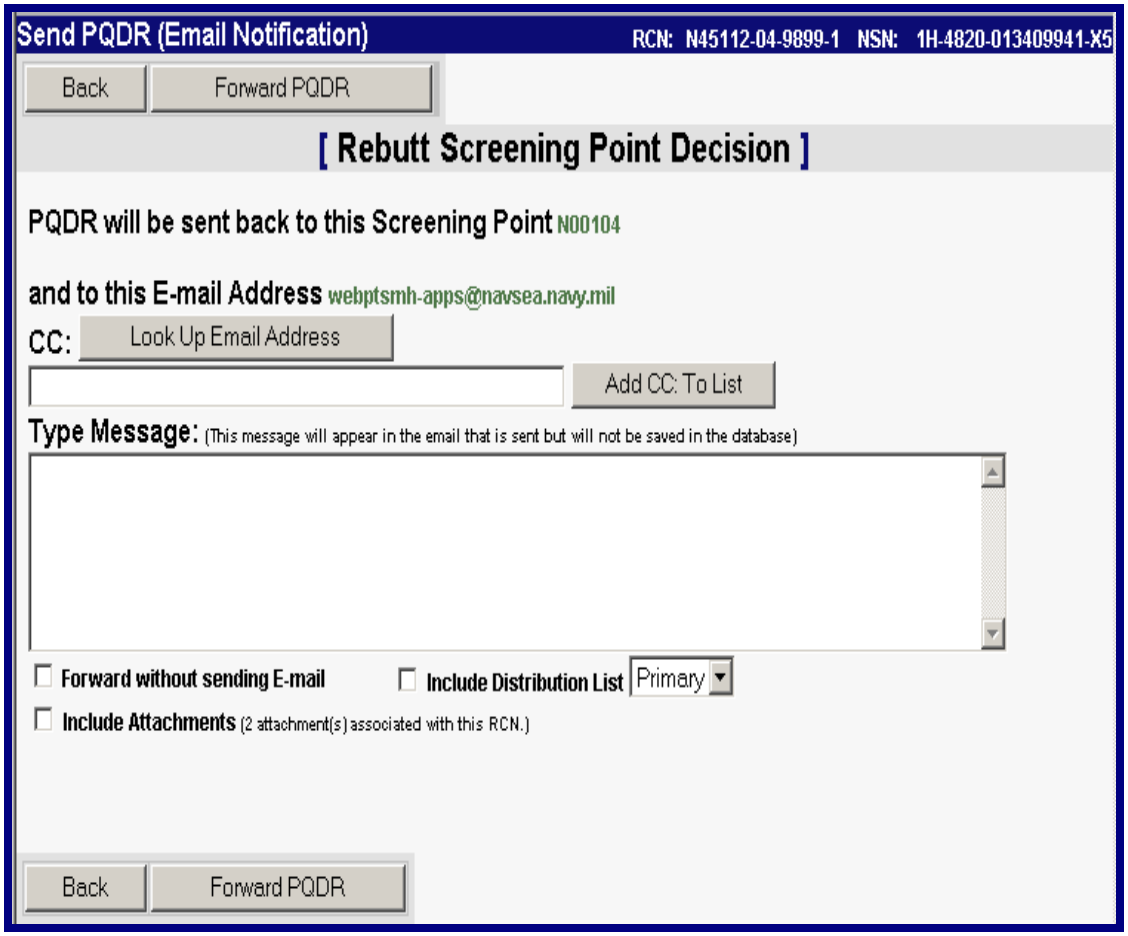
Rebut Screening Point Decision



- Message Will Be Sent to Screening Point
- PQDR Will Be Forwarded Back to Screening Point Level

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Wrap Up

- **Questions?**

- **NSLC Help Desk**
  - **Commercial: (603)431-9460 x486**
  - **DSN: 684-1690 x486**